



Level I Orientation Course ***Student Guide***

SUPPLEMENT

History

Missions & Organization

Uniforms

Customs & Courtesies

Professional Development

Director Lt Col John S. Quinn

PRESENTATION SCHEDULE

Saturday, 6 March 2004					
Topic	Min	Course Instructor	Time Block		
REGISTRATION and OVERVIEW	30		0900	to	0930
(1) CAP History	45		0930	to	1015
BREAK	10		1015	to	1025
(2) Missions and Organization	35		1025	to	1055
BREAK	10		1055	to	1105
(3) CAP Uniforms	40		1105	to	1145
BREAK	10		1145	to	1155
(4) Customs and Courtesies	40		1155	to	1235
WORKING LUNCH (go over Supplement)	60		1235	to	1335
(5) CAP Professional Development Program	35		1335	to	1410
BREAK	10		1410	to	1420
Questions	5		1420	to	1425
Quiz	25		1425	to	1430
Review	15		1450	to	1505
Course Evaluation	10		1505	to	1515
CLOSING REMARKS	15		1515	to	1530

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INTRODUCTION and OVERVIEW

How to Learn What's Going On

- I. **Know what is “happening around you”**
 - A. Environment familiarization—mission, organizational chart and duty descriptions, historical reports, calendar of events, unit change of size, quality of unit training, state of equipment readiness
 - B. People familiarization—talk with: person you are replacing, your counterparts in other units, counterpart at higher headquarters
 - C. Commander familiarization—adopt the commander's perspective, not the “we-they syndrome.”
- II. **Let what is “happening around you” know you**—a network of contacts with whom you keep good relations is indispensable for information, assistance and complete, integrated staff work.
 - A. communicate frequently and informally with—commander, counterparts, and those responsible to you.
 - B. listen for problems, especially in your area
 - C. do not agree (or be silent) to be nice; agree if you truly concur.
- III. **Be credible**—the staff officer is where the action happens (integrity, service, excellence)
 - A. Do not lose memory. “To Do” list—keep a daily planner or calendar
 - B. Do not lose perspective. Priorities—when in doubt, ask the commander
 - C. Do not lose method. Problem-solving—keep others informed where you are in this process
 1. Isolate the problem, determine desired outcome, determine alternative solutions,
 2. Evaluate alternative solutions and their outcomes—have complete and current information. Know the regulations!
 3. Ask for, and listen to, suggestions—dry run prospective policies and procedures past trustworthy critics whose mental agility, objectivity, and way with words you respect.
 4. Submit only those solutions that you, if you were the commander, would sign. Select the best solution as though your reputation depended on it. It does!
 - D. Do not lose conviction. Present your solution before the commander decides.
 - E. Do not lose loyalty. Support whatever the commander decides. If anything is wrong with the decision, your commander takes the responsibility.
 - F. Do not lose your healthy sense of ego. Be careful with criticism; done poorly, it is the easiest way to career assassination. People are very sensitive to criticism and they will react. They are the same ones who are in a position to help you when you need them.
 - G. Do not lose enthusiasm. Follow-up—plan, organize, coordinate, direct, control
 1. For the past—keep a continuity file (journal or diary) so as not to “reinvent the wheel.”
 2. For the future—keep a tickler file or calendar
 - H. Do not lose communications. Reports—written and oral
 1. Keep deadlines (suspense dates)
 2. When necessary, give interim replies or ask for extension of suspense dates.

Complete a Position Worksheet

The Job	Who Does It	What Needs to be Done	How to do It	Required for Tech	Tech Done Date	SLS Done	AFIADL 13 Done
Commander		Start and Finish Programs; Assign Staff; Set Suspense Dates; Follows Up	<u>222 Commander</u> Subordinate Unit Inspection Guide				
Deputy Commander (Inspector) (Plans & Programs)		Inspection Checklists; Written Reports; Plans, policies, and statistics to pick special interest areas	<u>203 Inspector/218 Plans & Programs</u> R 123-3; Subordinate Unit Inspection Guide				
Operations		Policies and Procedures; Staff Guidance; Evaluation Methods; Accident Prevention Programs; Requests Transportation and Mission Authorizations	<u>211 Operations</u> AFIADL 2130D; R 62-1; R 62-2	6 mos			
Flight Operations		Unit Aircrews; Aircraft; Flight Management; Flight Administrative Procedures	<u>210 Flight Operations</u> R 60-1; FAR Parts 61 and 91; NTSB Part 830; M 50-15	6 mos			
Safety		Coordinates with Staff on Accident Prevention Programs; Collect Safety Effectiveness Data	<u>217 Safety</u> R 62-1; R 62-2	AFIADL 02170	Badge		
Standardization and Evaluation		Instructor Pilot; Check Pilot; Flight and Ground Instruction; Evaluate CAP Aircraft	<u>212 Standardization/Evaluation</u> R 60-1; R 50-11; FAA Regs Parts 61 and 91	6 mos			
Communications		Maintains and Operates Radio; Trains on Radio use	<u>214 Communications</u> R 100-1; R 100-2	FCC Tests	Badge		
Emergency Services		Establish Relationships with Local ES Agencies; Develops ES plans, training; Standard Operating Procedures; Unit Alert Roster	<u>213 Emergency Services</u> R 50-15; AFIADL 02130D	AFIADL 02130D 12 mos	Badge		
Logistics & (Supply) (Maintenance) (Transportation)		Receipt; Storage; Distribution; Recovery, Disposal; Motor Vehicle and Aircraft maintenance, marking, painting	<u>206 Logistics</u> M 67-1; M 67-2; R 77-1; R 66-1; R 67-4; R 66-1; R 87-1	6 mos			
Cadet Program		Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership, and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace education, or leadership laboratory.	<u>216 Cadet Program</u>		Badge		
Finance		Posting Ledgers; Preparing Vouchers; Checks; Deposits; Budget; Control Moneys; Monitor Transactions; Monthly Activities Reports	<u>202 Finance</u> R 173-2	6 mos			
Moral Leadership (Chaplain)		Worship; Liturgies; Rites; Religious Observations; Pastoral Counseling; Teaches Ethics and Values; Group Pastoral Care & Spiritual Renewal	<u>225 Moral Leadership</u> R 265-1; R 60-3; R 173-1; P 265-2; P 265-4; P 221	6 mos with chaplain			
Public Affairs (Historian) (Recruiting)		Media Relations; Community Relations; Liaison to Outside Organizations; Collects and Preserves Historical Material; Publishes History; Attends Historical Societies	<u>201 Public Affairs/223 Historian</u> M 50-1; R 50-17; R 190-1 R 210-1	AFIADL 02010 12 mos	Badge		
Administration		Master Publications Library; Correspondence; Reports; Schedules; Inventories; Requisitions; Message Center; Review Publications	<u>205 Administration</u> R 0-2; R 0-9; R 5-4; R 10-1; R 10-2; R 10-3; R 50-15	6 mos			
Aerospace Education		Develops Aerospace Education materials and activities for Unit and Community; Aerospace Education Programs	<u>215 Aerospace Education</u> R 280-2; P 15; R 50-4; R 50-17; Aerospace: the Journey of Flight	215 AE Test	Badge		
Personnel		Membership Applications; Promotions; Duty Assignment; Termination; Promotions; Awards and Decorations; Transfers; Aeronautical Ratings Personnel Files	<u>200 Personnel</u> R 20-3; R 39-2; R 35-1; R 35-2; R 35-3; R 39-2; R 35-5; R 39-3; 35-6	6 mos			
Professional Development (Testing)		Training Activities; Training Records; Library; Audio-Visual operation; Training Awards; Coordinates Training with other staff; Instructs	<u>204 Senior Programs</u> R 35-1; R 35-5; R 39-3; R 50-17; R 50-4; P 8	6 mos			

Develop a Contact List

	GROUP III 254	AKRON-CANTON SR FLYING SQDN 275	MANSFIELD SR FLIGHT 177	MEDINA SKYHAWKS COMP SQDN 219	MUSCAM SR SQDN 294	NORTH CANTON COMP SQDN 278	TUSCO COMP SQDN 277	YOUNGSTOWN- WARREN COMP SQDN 051
Web Page	NONE				NONE			
Commander								
Admin.								
Aerospace Education					VACANT			

Get and Receive E-Mail from the Ohio Wing E-Mail List

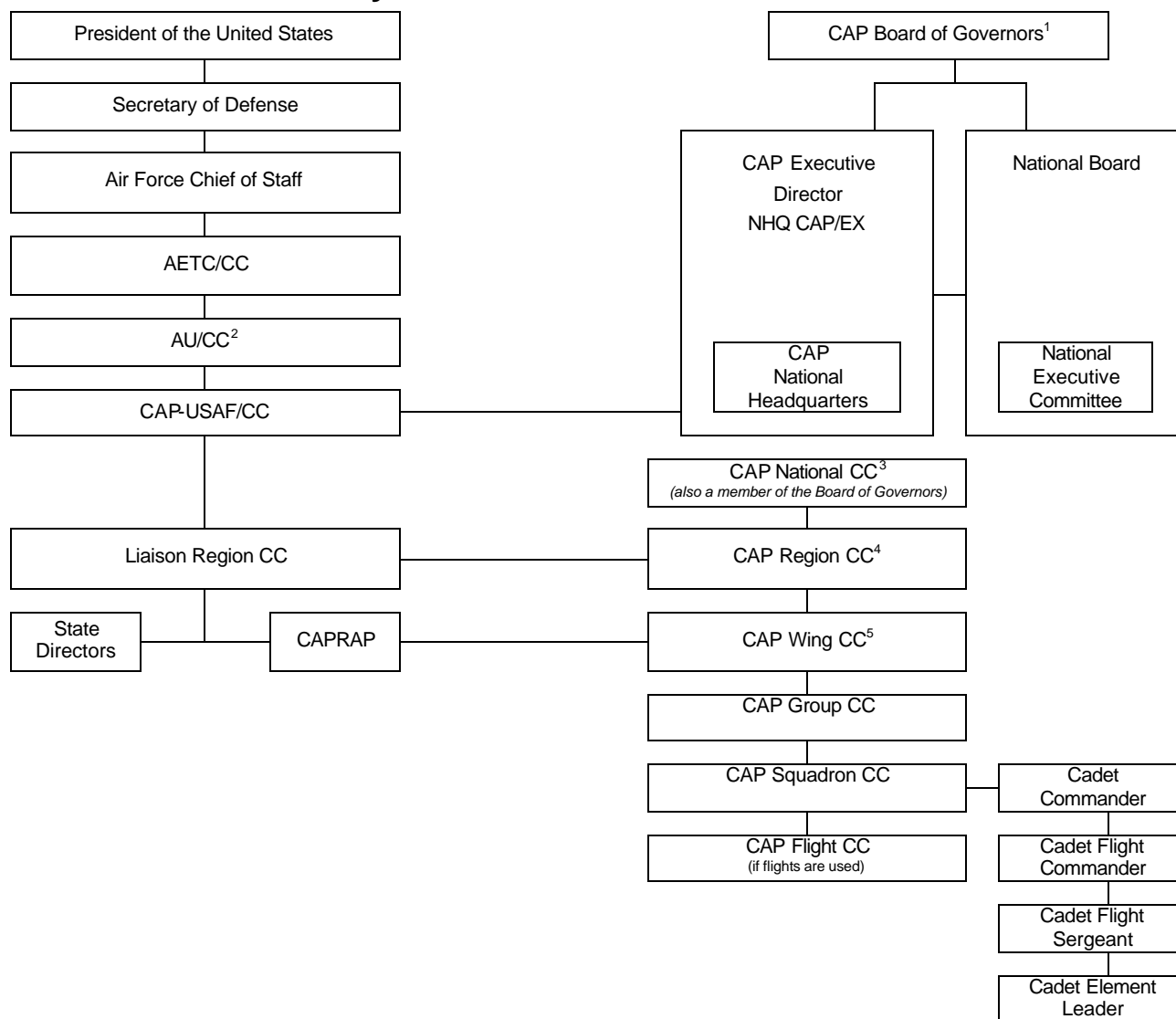
Lt Col James H. Moore maintains this unofficial list and updates and distributes it about every three months. It is voluntary and lists each volunteer's e-mail address by unit. To get on the list, e-mail Lt Col Moore at jhmoore@ncweb.com, providing him your name, rank, unit and group, and your e-mail address.

MISSIONS AND ORGANIZATION

Chain of Command By Name

National	Maj Gen Richard L. Bowling	http://www.capnhq.gov
Great Lakes Region	Col Willima W. Webb	http://glr.cap.gov/
	Building 1506	
	25701 South Street	
	Selfridge ANGB MI 48045	
Ohio Wing	Col Chuck L. Carr, Jr.	800.364.4694
	7370 Minuteman Way	614.497.0116/8152
	Rickenbacker IAP Columbus OH 43217-5875	http://ohwg.cap.gov

Chain of Command By Structure



¹ The Board of Governors governs Civil Air Patrol and comprises of four members appointed by the Secretary of the Air Force, four members selected by CAP and three jointly appointed by the Secretary of the Air Force and the CAP National Committee.

² the director of CAP/USAF, is under the command of AU/AETC and is responsible for oversight of CAP. The AF Homeland Security Directorate is not a Command, but develops policy for the use of CAP, and helps CAP obtain AF resources and support.

³ The CAP National Commander is also the chair of the National Executive Committee and the chair of the National Board.

⁴ Region Commanders are also members of the National Executive Committee and the National Board.

⁵ Wing Commanders are also members of the National Board.

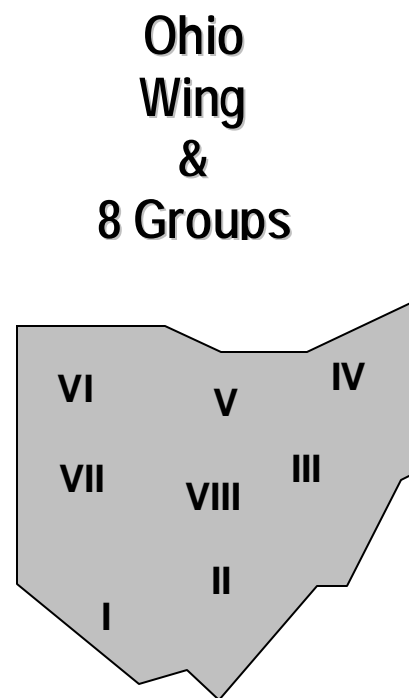
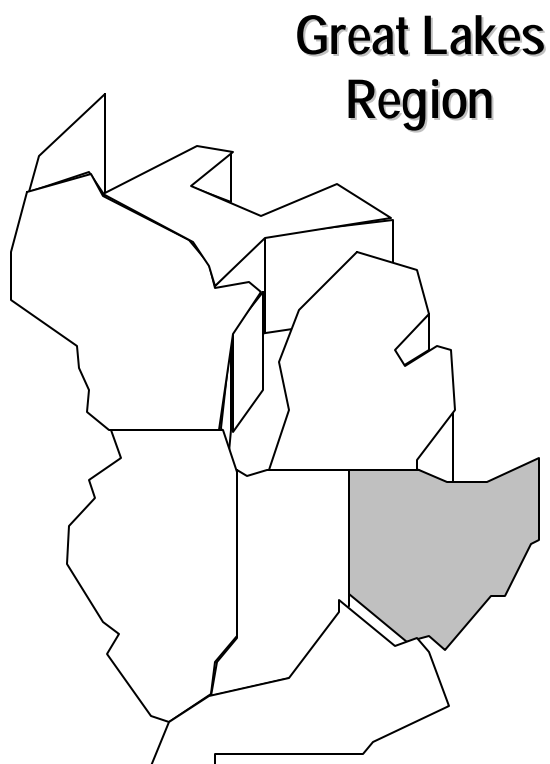
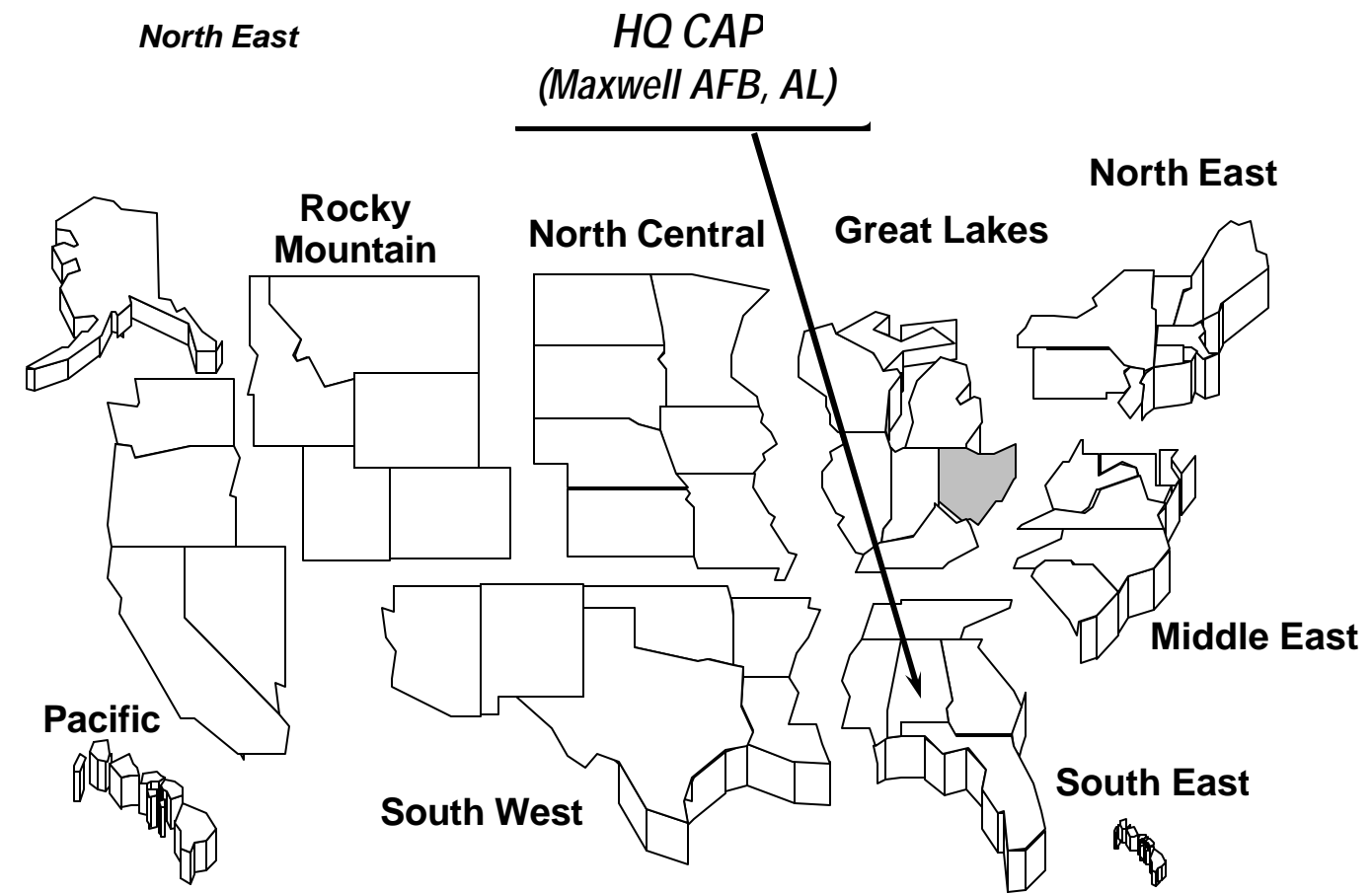
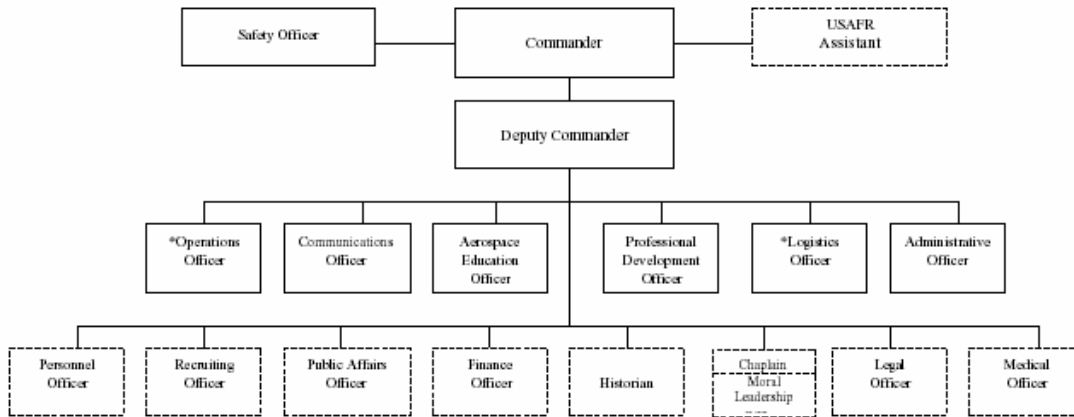


Figure 14–Senior Squadron Organizational Chart (Strength Less Than 50 Senior Members)



*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on the following pages are recommended.
NOTE: The Operations and the Emergency Services functions may be separated at the option of the squadron commander.

Figure 16–Composite Squadron Organizational Chart (Senior Member Positions)

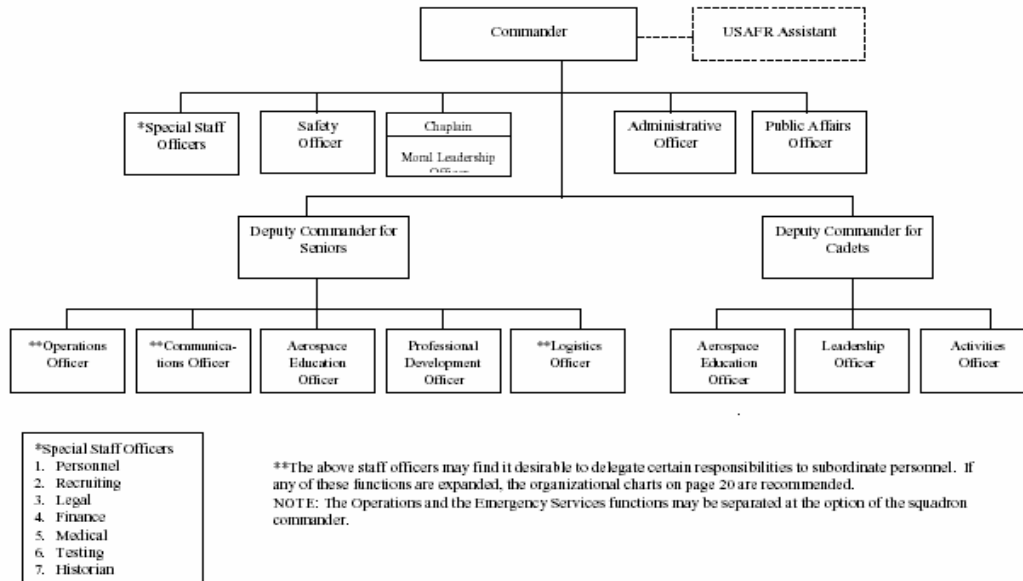
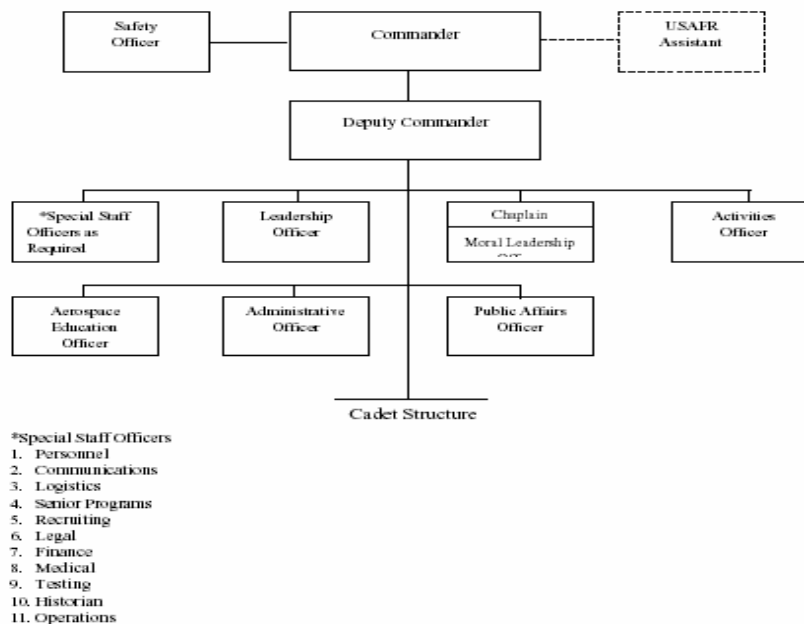


Figure 17–Cadet Squadron Organizational Chart (Senior Member Positions)



How the Three CAP Missions Impact on Each Other

Relationship	AE	ES	CP
AE		AE Impact on ES <ul style="list-style-type: none"> • Aerial search and rescue • Satellite navigation and communication links • SARSAT to lead to lost aircraft • GPS assistance in ground search 	AE Impact on CP <ul style="list-style-type: none"> • Direct link in academic element of Cadet Program • Link through cadet orientation flights • Link in national special activities such as AETCFC, AFSCFC, NFE, NEG etc.
ES	ES Impact on AE <ul style="list-style-type: none"> • The very focus of most of our SAR is a link to AE • Most of the technology CAP uses in SAR has roots within the aerospace industry': aircraft, GPS, microcomputer technology in radios, video equipment, digital imaging, and satellite radio communications. 		ES Impact on CP <ul style="list-style-type: none"> • Provide trained, plentiful resources to assist in administration, communications, ground search • Through ground search cadets provide another dimension of search capability - pilot's loiter time is limited, if the target is found, pilots can't jump out of the plane to make sure. • Frees senior members to do more specialized and complicated tasks.
CP	CP Impact on AE <ul style="list-style-type: none"> • Mandatory element of the cadet achievement program • Cadet Flight Orientation Program 	CP Impact on ES <ul style="list-style-type: none"> • Provides cadets with vital skills and team training • Instills a sense of public responsibility and service 	

Aerospace Education

Orientation Flights with CAP Cadet Orientation Pilots

Orientation flights (O rides) are optional for progression in the Cadet Program. Cadets whose squadron has an agreement with Senior or Composite squadrons that have qualified Cadet Orientation Pilots may arrange for up to three orientation flights in accordance with their unit's policies and procedures. Each of the three flights has a training syllabus that both the cadet and the Cadet Orientation Pilot must adhere to.

Orientation Flights with the Military

1. List of participants by name, SSAN, CAP Rank
2. Contact person's name, phone and e-mail (unit commander must determine this person able to make final decisions about the flight)
3. Parental Consent Form for cadets under 18
4. Note 1: Flight is "hit and miss" for time, date, and may be called off at a moment's notice
5. Note 2: Parents may consider requesting a school excused absence because the flight is for education purposes.

Model Rocketry

Model Rocketry is optional in the Cadet Program. The cadet buys a specified model rocketry kit, assembles it with other CAP cadets, and applies what he or she is learning in modules 4 and 6 of the cadet's six module Aerospace Education series. The program must be supervised by at least two senior members during the launch. The project requires a large training room, boxes to put the kits in between assembly sessions, and a large field at least two miles from an airport. The field should be free of trees, telephone wires, and other obstructions. The model rocket is launched by remote control, climbs to a certain height, and comes down in a parachute to be retrieved after it lands.

Relationship of Cadet AE, O Rides, Model Rocketry & Senior AE

Internal Cadet AE Cadet Module & Name	CAP Cadet Orientation Pilot Syllabus 3 No. & Name <i>OR</i> Model Rocketry	AEPSM Chapter
1 Intro to Flight	6 Ground Handling, 7 Preflight Inspection, 8 Takeoff, Landing	7, 8 ⁶
2 Aircraft Sys & Airports	9 Use of Inst. in Flight	9, 10
3 Air Environment	10 Weather	18, 19
4 Rockets	Model Rocketry	21, 23
5 Space Environment		24, 25
6 Spacecraft	Model Rocketry	26, 27

⁶ Phase III cadets must have completed Chapters 1 through 6, Part One: The Rich History of Air Power.

Cadet Programs

Cadet Special Activities

Cadet advisory council
Orientation Flights
Flight scholarships
Scholarships
USAFA Preparatory School

National Cadet Competition
Honor Guard
Region Cadet Leadership School
International Air Cadet Exchange
Encampments

Mentoring

Mentoring is an informal relationship in which a person with greater experience and wisdom guides another person to develop both personally and professionally. It fosters free communication by subordinates with superiors concerning their performance and duties, without fear of reprisal. It enhances morale and discipline and improves the operational environment while maintaining respect for authority. Appropriate mentor behaviors include: providing vision, active listening, tactful confrontation, providing information, empowering, and encouraging.















Staff Duty Analysis

The purpose of staff duty analysis is to improve the cadet's critical thinking and communication skills through practical application of teamwork leadership. The cadet analyzes and summarizes in writing what is required to serve successfully in the respective staff position. Through staff service the cadet experiences the position first-hand, working along side the respective senior member staff officer, a mentor who provides on-the-job training and guidance.

Cadet Sponsor Membership

This is a membership category for parents, grandparents, or legal guardians who want more involvement in their cadet's unit. They must complete Level I and CPPT. Their involvement ends when their cadet's membership ends and is limited to providing adult supervision, serving as an overnight chaperone, or helping with transportation. They may wear the CAP distinctive uniforms, but not the Air Force style uniform.

CAP Cadet Program Achievement Specifications and Awards

PHASE	ACHIEVEMENT OR AWARD		PHYSICAL FITNESS	LEADERSHIP		AEROSPACE EDUCATION		MORAL LEADERSHIP	GRADE	
MOTIVATION	Orientation		Complete Cadet Orientation Program in CAPP 52-9					Airman Basic	C/AB	
PHASE I LEARNING	1	Curry	25 th percentile CPFT	Chapter 1		Any Module		Airman	 C/Amn	
	2	Arnold		Chapter 2				Airman 1 st Class	 C/A1C	
	3	Feik		Chapter 3				Senior Airman	 C/SrA	
	WRIGHT BROS AWARD			Comp. Written & Performance Exam				Staff Sergeant	 C/Sgt	
PHASE II LEADERSHIP	4	Rickenbacker	35 th percentile CPFT	Chapter 4		Any Module		Technical Sergeant	 C/TSgt	
	5	Lindbergh		Chapter 5				Master Sergeant	 C/MSgt	
	6	Doolittle		Chapter 6				Senior Master Sergeant	 C/SMSgt	
	7	Goddard	50 th percentile CPFT	Chapter 7		Any Module		Chief Master Sergeant	 C/CMSgt	
	8	Armstrong		Writing/Speech Assignment				No Test	2 nd Lieutenant	 C/2nd Lt
	I. MITCHELL AWARD			Comprehensive Leadership/Aerospace Education Examination & Encampment				1 st Lieutenant	 C/1 st Lt	
PHASE III COMMAND	9	Flight Commander	60 th percentile CPFT	Chapter 8	Staff Duty Analysis	2 -chapter Block	Aerospace Mentor			
	10	Administrative Officer		Chapter 9		2 -chapter Block				
	11	Public Affairs Officer		Chapter 10		2 -chapter Block				
	II. EARHART AWARD			Comprehensive Leadership/Aerospace Education Examination		Captain		 C/Capt		
PHASE IV EXECUTIVE	12	Leadership Officer	70 th percentile CPFT	Chapter 11	Staff Duty Analysis		Aerospace Instructor			
	13	Aerospace Education Officer		Chapter 12						
	14	Operations Officer		Chapter 13		2 -chapter Block		Major	 C/Maj	
	15	Logistics Officer		Chapter 14		2 -chapter Block				
	16	Cadet Commander		Chapter 15		2 -chapter Block				
	III. EAKER AWARD		COS (or RCLS or AFIADL-13) and Writing/Speech Assignment			Lieutenant Colonel	 C/Lt Col			
IV. SPAATZ AWARD		75 th percentile CPFT	Comprehensive Leadership Examination		Comprehensive Aerospace Examination		Essay Exam	Colonel	 C/Col	

Operations

How to Participate in CAP Emergency Services/Disaster Relief

- CPPT/Level I (Curry of Cadet)
- General ES Course (pass CAPT 116 test on line)
- Complete CAPF 100 request for General Emergency Services Qualification
- Get CAPF 101 with the back showing General Emergency Services Qualification
- YOU CAN NOW LEARN FROM QUALIFIED MEMBERS IN SAR/DR training
 - Mission Staff Assistant recommended if without a planned specialty
 - CAPF 101T for other specialties requires training from Task Lists
 - Can train for three concurrently
- Maintaining Proficiency—valid through 24th month of the day of proficiency.

How to Participate in CAP Flying

Basic Eligibility

- 1) CPPT/Level I at Unit, Group, or Wing
- 2) *General Emergency Services Course* AFIADL 02130D by correspondence (recommended)
- 3) CAPT 116 Test on National Web site.
- 4) Radio Operator Authorization (ROA) Course by Wing qualified instructor
- 5) Advanced Radio Operator Authorization (ROA) Course by Wing qualified instructor and CAPT 119 Test at Unit

Observer and Scanner

- 1) *Scanner Course* AFIADL 02130A and *Observer Course* AFIADL 02130B by correspondence (trainee qualified; fully qualified if #1 and #2 done)
- 2) Mission Aircrew Course (in late winter) (trainee qualified; fully qualified if #1 and #2 done)
- 3) 2 flights finding aircraft without radio ELT
- 4) 2 flights finding aircraft with radio ELT

CAP Pilot

- 1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).
- 2) Possess a valid FAA private, commercial or airline transport pilot certificate.
- 3) Possess a class III or higher medical certificate (not required for gliders).
- 4) Possess a current flight review IAW FAR 61.56.
- 5) Complete annual CAPF 5 written exam and annual aircraft questionnaires for each aircraft authorized to fly.
- 6) Satisfactorily complete CAPF 5 flight check in aircraft (in an appropriate group) within preceding 12 months.

Mission (SAR/DR) Pilot

- 1) CAP pilot (with at least 175 pilot-in-command hours, 50 of which must be in cross-country flying)
- 2) Qualified mission scanner
- 3) in 25 SAREX and/or Missions

Counter-Drug/Counter-Narcotics Pilot

- 1) Mission Pilot
- 2) 2 years in CAP
- 3) Re-Finger Print
- 4) DEA & US Customs Certification

Cadet Orientation Pilot

- 1) Be an active CAP pilot at least 21 years of age (or 18 years of age with a valid FAA CFI certificate).
- 2) CAP powered pilots must have a minimum of 200 hours (300 hours for AFROTC orientation flights) total pilot-in-command (PIC) time in the category and class of airplane to be used.
- 3) CAP glider pilots must have one of the following:
 - a) A minimum of 50 hours PIC in gliders.
 - b) A minimum of 100 flights as PIC of a glider.
 - c) A minimum of 50 flights in the past 12 months as PIC of a glider.
 - d) Be a current CFIG.
- 4) Satisfactorily demonstrate thorough knowledge of cadet orientation flight program syllabus to a CAP check pilot and have the CAPF 5 flight check annotated as qualified to conduct cadet orientation flights.
- 5) Be designated in writing as a cadet orientation pilot in the applicable aircraft group(s) by the present Executive Director, region or wing commander or their designee.

Instructor Pilot

- 1) Be an active CAP pilot at least 18 years of age.
- 2) Possess a current FAA certified flight instructor certificate.
- 3) Be CAP current and qualified in the aircraft type.
- 4) Possess a class III or higher medical certificate (not required for gliders).
- 5) Be designated in writing by present Executive Director, region or wing commander or their designee.

Check Pilot

- 1) Be an active CAP pilot at least 18 years of age.
- 2) Possess a valid FAA airline transport pilot certificate or commercial certificate with an instrument rating (Instrument rating not required for glider check pilot).
- 3) Possess a current FAA CFI certificate for the appropriate category of aircraft.
- 4) Satisfactorily complete the *National Check Pilot Standardization Course (NCPSC)* prior to initial appointment and every 4 years thereafter. Satisfactory completion of the NCPSC constitutes recommendation by the wing standardization/evaluation officer or his/her designee, completion of the classroom instruction and a check ride with a CAP check pilot approved by the wing standardization/evaluation officer. Course length and check ride completion standards are stipulated by the current NCPSC.
- 5) Be current and qualified in at least the aircraft group used for any flight check.
- 6) Be designated in writing as check pilot by the present Executive Director, region or wing commander or their designee.

Mission (SAR/DR) Check Pilot

- 1) Be a highly experienced and qualified mission pilot with a thorough knowledge of current CAP operational and emergency services regulations.
- 2) Have a minimum of 25 mission sorties as PIC and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*, IAW paragraph 3-9a of CAPR 60-1. This check is valid for 24 months through the end of the month in which it was taken.
- 4) Be designated in writing by present Executive Director, region or wing commander or their designee.

Note

Fly at least four hours a month. If done in CAP aircraft, the rates are \$20 an hour plus fuel. Once mission-qualified, the IRS allows up to four hours a month to be tax deductible. Non-CAP personnel may not be carried in the aircraft. Check rides annual for all pilots and twice a year for mission-qualified pilots. At least one flight clinic and one SAREX a year.

Organization

CAPRAP

CAPRAP part time, partly funded	
<i>Category B</i>	<i>Category E</i>
1 person in Region	90 persons in Region
2 weeks + one day a month active duty	0 weeks + no active duty
14 ADT Pts + 24 Active Duty Days, min	50 IDT Pts, 0 Active Duty Days, min
Travel and Per Diem funded	No Travel and Per Diem
Phone, paper, etc., funded	No Phone, paper, etc.
Cannot earn IDT Points	Can earn ADT points
Promotions slow	Promotions slower
More likely to be called up	Less likely to be called up

1 IDT point = 4 hours

paid for good years toward retirement

collectable at age 60 or above.

50 points = 1 good year.

Need 125 plus active duty to be considered for promotion.

CAPRAP Limitations

1. Command CAP personnel (except drill for training only)
2. Hold CAP command or staff position (the advisor to the commander in CAPR 20-1 is a dotted line)
3. Be a CAP member (except Patron)
4. Perform CAP aircrew duties
5. Actively raise funds

“Wish List” for Supplies and Equipment

1. Unit makes “wish list” and sends it through Group to Wing Logistics Officer.
2. Wing Logistics Officer consolidates the list, coordinates with Wing Commander and sends list to State Director’s Office.
3. Wing Logistics Officer looks for items at DRMO.

“Hitch Hike by Air” Orientation Flights Requested by Letter

1. List of participants by name, SSAN, CAP Rank
2. Contact person’s name, phone and e-mail (unit commander must determine this person able to make final decisions about the flight)
3. Parental Consent Form for cadets under 18
4. Note 1: Flight is “hit and miss” for time, date, and may be called off at a moment’s notice
5. Note 2: Parents may consider requesting a school excused absence because the flight is for education purposes.

ES Funding CAP Form 10

1. Wing Commander writes scenario and estimates expenses (for flying hours, communications expenses, vehicle gas and oil) on back of the form.
2. Wing Liaison Office validates Wing Commander’s request.
3. CAP-USAF Region Liaison Office assigns a mission number and tells Wing what it is.
4. Note: References CAPR 60-3 para 3-5 and CAPR 60-4 Volume 2, para 2-1 through 2-4.

CAP UNIFORMS

CAPMART and Supply Depot

The ONLY place to get CAP-specific uniforms. Phone orders are taken at 1.888.834.1781 or 1.334.953.7242, 0730 to 1600 M-F. On-line orders are taken at www.capmart.org 24/7. Customer Service phone 1.334.265.6381. Supply Depot is 1.800.858.4370.

Standard Shipping. 5 to 10 days. Free shipping. Order will be received in 5 to 10 business days.

Same Day Shipping. 3 to 5 days. \$5.00. Orders placed before 11 a.m. CST Monday through Friday will be shipped that day. Orders placed Saturday through Sunday will not be shipped until the following Monday. Order cannot have name tapes, personalized shirts or jackets on it. Next day delivery is not guaranteed. Order may ship via Fed-Ex or UPS. Must have physical address.

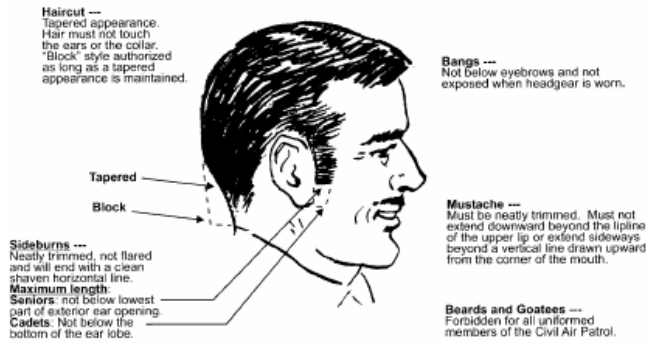
Fed-Ex Ship Out Today. 1 day. \$10.00. Orders placed before 11 a.m. CST Monday through Friday will be shipped that day and received the next day. Orders placed Saturday through Sunday will not be shipped until the following Monday. Order cannot have name tapes, personalized shirts or jackets on it. Must have physical address. Fed-Ex will not deliver to P.O. Box.

Weight Standards

Height	MEN		WOMEN	
	Air Force Standard (Maximum Allowable Weight)	CAP Standard (Maximum Allowable Weight)	Air Force Standard (Maximum Allowable Weight)	CAP Standard (Maximum Allowable Weight)
4' 10 "	149	164	132	145
4' 11"	151	166	134	147
5' 0"	153	168	136	150
5' 1"	155	171	138	152
5' 2"	158	174	141	155
5' 3"	160	176	142	156
5' 4"	164	180	146	161
5' 5"	169	186	150	165
5' 6"	174	191	155	170
5' 7"	179	197	159	174
5' 8"	184	202	164	180
5' 9"	189	208	168	185
5' 10"	194	213	173	190
5' 11"	199	219	177	195
6' 0"	205	225	182	200
6' 1"	211	232	188	207
6' 2"	218	240	194	213
6' 3"	224	246	199	219
6' 4"	230	253	205	226
6' 5"	236	260	210	231
6' 6"	242	266	215	237
6' 7"	248	273	221	243
6' 8"	254	279	226	249

1. Senior members and cadets who are 18 and older must meet CAP weight standards in order to wear the AF style uniform.
2. A weight allowance of up to 3 pounds for clothing (excluding footwear) is authorized.
3. Height measurements do not include footwear.
4. Round up to the nearest inch.

Grooming Standards



FEMALE



Table 1.4. Personal Grooming Standards (see notes.).			
L I N E	A	B	C
	Item of Grooming (M-Men, W-Women)	Will be/have	Will Not
1	Beards (M)		be worn except for health reasons when authorized by a commander on the advice of a medical officer. If commander authorizes, members keep facial hair trimmed not to exceed 1/4 inch in length. Individuals granted a shaving waiver will not shave any facial hair. Commanders and supervisors will monitor progress in treatment to control these waivers.
2	Cosmetics (W)	conservative and in good taste.	
3	Hair, Overall Standard (M & W)	clean, well-groomed and neat. If dyed, will look natural.	contain excessive amount of grooming aids. Hair will not touch eye-brows when groomed or protrude below the front band of properly worn headgear. EXCEPTION: Hair may be visible in front of women's flight cap.

Table 1.4. Continued.

L I N E	A	B	C
	Item of Grooming (M-Men, W-Women)	Will be/have	Will Not
4	Hair Style (M)	a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. Block cut permitted with tapered appearance.	be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Will not exceed 1 1/4 inches in bulk, regardless of length and not exceed 1/4 inch at the natural termination point. Will not contain or have any visible foreign items attached to it.
5	Hair Style (W)	★styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual's hair color permitted to keep hair in place.	be worn in an extreme or fad style or violate safety requirements. Will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Will not exceed 3 inches in bulk or prevent proper wear of headgear. Will not include hair ornaments such as ribbons or jeweled pins.
6	Hairnets (M & W)	worn as required for safety. Made of cotton or a synthetic material; be of a conservative, solid color similar to the individual's hair color; be strong enough to support and control hair; and contain no metal fasteners.	
7	Mustache (M)		extend downward beyond the lipline of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth. (This does not apply to individuals with shaving waivers.)
8	Sideburns (M)	neatly trimmed and tapered in the same manner as the haircut. Will be straight and of even width (not flared) and end in a clean-shaven horizontal line.	extend below the lowest part of the exterior ear opening. (This does not apply to individuals with shaving waivers.)
9	Wigs and Hairpieces (M & W)	in conformance with the same standards required for natural hair, be of good quality, and fit properly.	exceed limits stated for natural hair. Will not be worn by personnel engaged in aircraft flight line or inflight operations.
10	Wigs and Hairpieces (M)	of good quality and fit properly. Members must have their medical records documented to wear a wig or hairpiece to cover baldness or disfiguration. Other male personnel will not wear wigs or hairpieces.	
11	Nail Polish (W)	★conservative, single color, and in good taste.	contain any ornamentation.

Senior Member Grade Insignia

Enlisted⁷

Airman Basic



Airman



Airman First Class



Senior Airman



Staff Sergeant



Technical Sergeant



Master Sergeant



Senior Master Sergeant

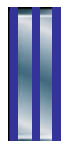


Chief Master Sergeant

Flight Officer



Flight Officer



Technical Flight Officer



Senior Flight Officer

Officer



Second Lieutenant



First Lieutenant



Captain



Major



Lieutenant Colonel



Colonel



Brigadier General



Major General



Lieutenant General⁸



General



General of the Air Force

⁷ The position of First Sergeant (not shown) has a small wide silver lozenge (diamond) centered above the star, and in the center of the blue field between the upper and lower stripes of Master Sergeant and above.

⁸ Lieutenant General stars and above pertain to the Armed Forces rank insignia only.

Cadet Grade Insignia

Enlisted⁹

Cadet Airman Basic



Cadet Airman



Cadet Airman First Class



Cadet Senior Airman



Cadet Staff Sergeant



Cadet Technical Sergeant



Cadet Master Sergeant



Cadet Senior Master Sergeant



Cadet Chief Master Sergeant

Officer



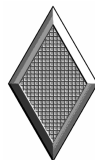
Cadet Second Lieutenant



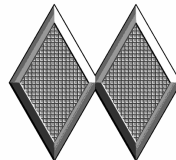
Cadet First Lieutenant



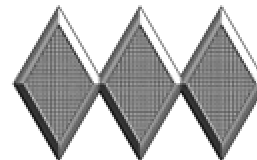
Cadet Captain



Cadet Major



Cadet Lieutenant Colonel



Cadet Colonel

⁹ The position of First Sergeant (not shown) has a small wide silver lozenge (diamond) centered above the shield, and in the center of the blue field between the upper and lower stripes of Cadet Master Sergeant and above.

High Interest Areas

BDU's

- Blousing boots
- T-Shirt color
- Rolled up sleeves
- 1/10 inch blue margin on patches

Service Jackets

- Epaulettes over collar
- "Gig" line
- Ribbon order
- Items protruding from pockets

Spit Shining Shoes¹⁰

Preparation

Pick up your boot (if you are doing a shoe, then pick up the shoe...for these purpose we are doing a boot). The toe should be free of mud, dirt and dust. Give it a wipe with your nice new shiny duster. If it is covered in filth, wash it off and leave it to dry and come back to it later. If there are large scratches, then the job will take longer: more scratches = more time.

The Spit

This is where your small amount of water comes in. Personally, I do not use water, I use spit, hence "spit and polish". If you use water, you risk of having too much, which dulls the polish. The perfect amount of liquid for this process can be found on your tongue.

Dab the pad of your finger (with the duster with the polish on it) lightly onto your tongue. Start applying the polish again in a circular motion. Whenever you feel the pressure or roughness coming back, apply more spit to the cloth, not to the boot.

The Polish

Pick up your duster and wrap it around your index finger. The pad of your finger (where your fingerprint is) is smooth. That is, there are no wrinkles between the duster and your finger pad. This is vital, you will polish with the pad of your finger. Take the pad of your finger (the one with the cloth wrapped around it) and apply some polish to it from your Kiwi tin. When starting for the first time **take on a big load of polish**. You will use less and less as you go on, but you need to build a layer of polish to polish upon first! When starting, use enough to lightly color your duster.

¹⁰ Adapted from James Howard Elliott, 21, of: Ross-on-Wye, Herefordshire, England and Canaan, NH, USA. His experience consists of being in the Air Training Corps Cadet, 8 Years; Royal Naval Reserve, 2 years; Civil Air Patrol, 7 months, in these organizations as a RNR: Midshipman, ATC: Cadet Warrant Officer, CAP: 2nd Lt.

In order to get the "black mirror" effect (i.e. seeing your own reflection on the boot surface, we first need to talk about layers. Spit and polish is about layers. You need to have good base layers to polish upon further to obtain the desired "black mirror" effect. When you first start, you will need to apply thick layers, once you have got enough thick layers onto the leather, you will have a surface you can turn into glass!

Take your duster with the polish on it and apply it to the toe cap of your boot in a circular motion. **Do not** press hard, you only need to have a slight pressure on the pad of your finger. The first thing you will notice is that polishing feels "rough" from almost putting too much pressure on the duster, making the process harder. This is because you need to lubricate the polish being applied.

The Spit and Polish

The circular motion is vital. Aim for a motion of about an inch in diameter. Too small, and you will be there all day, too big and you don't achieve anything. You will see polish "swirls". Swirls show that you are doing it right. As you keep polishing, the swirls will start to go away. This indicates that it is time for the next layer.

The Shine

When you have been applying thick layers for some time, you will notice that you are beginning to build up a thick layer of polish over the toe cap, the scratches and scrapes will start to disappear the more layers you apply. A good indication of when enough is enough is when the surface of the toe cap is smooth: there are no scratches, potholes or anything else to be seen apart from a smooth surface.

Many people ask me how long it takes to get to this stage. For the inexperienced, to get to the "smooth" state one boot will take around 90 minutes. Therefore two boots will take around 120 minutes. For the experienced to get to the "smooth" state one boot will take around 45 minutes therefore Two boots will take around 90 minutes. It is totally dependant on the state of the boot and skill level.

The Gloss

Once you have reached the "smooth" state, you can now turn the shoes into "black mirrors" or "glass". Reduce the polish you use on each layer. As you do so, you will see the boot start to gleam. Keep going with the layers until you are using only a spot of polish. You should see your own reflection in the toe cap now!

If you can't, you may be using too much liquid because the surface becomes "duller" quickly, to fix this, use more polish to soak up the liquid. To finish the process, simply polish away the last of the swirls from the last layer!



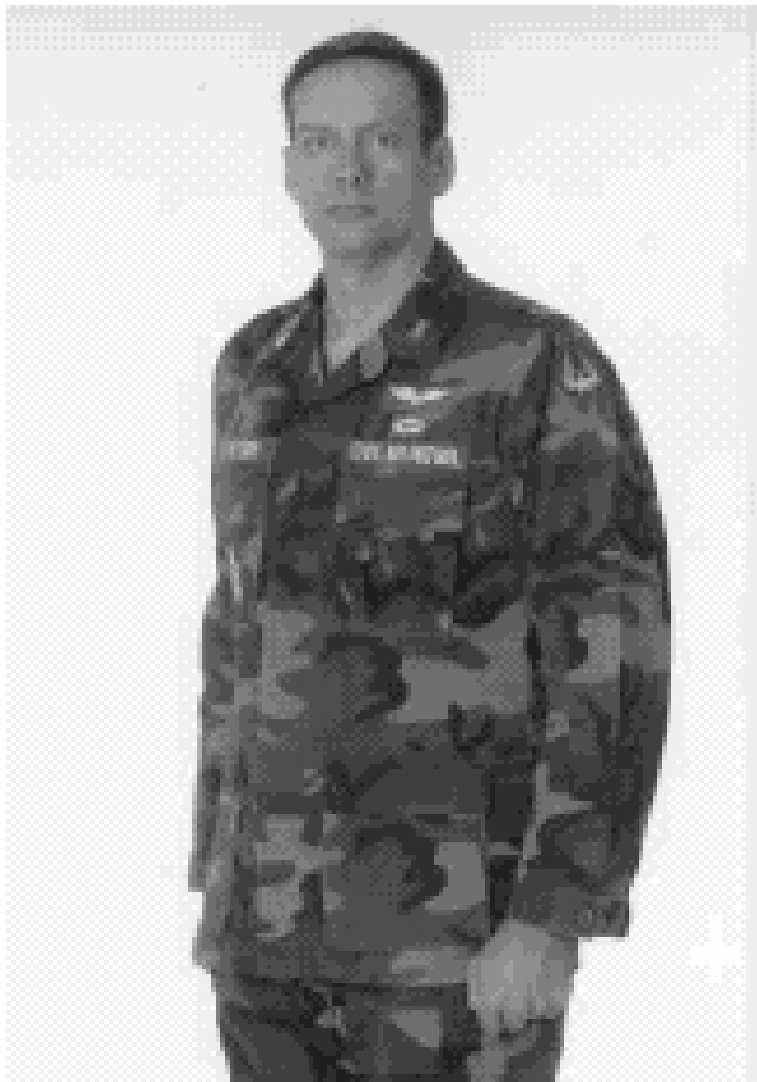
Women's Service Dress

1. Grade Insignia: Senior member officers wear embroidered on epaulet sleeve. Senior member NCOs wear cloth chevrons on sleeve.
2. Lapel Insignia: Highly polished U.S. insignia worn by senior member officers; highly polished C.A.P insignia worn by senior member NCOs and senior members without grade. Insignia is placed half way up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
3. CAP Aviation Badges and Specialty Insignia: Highly polished, worn centered 1/2 inch above the top row of ribbons. All ribbons and devices must fall below the top edge of the notched collar.
4. Ribbons: Worn centered above left breast pocket, resting on but not over edge of welt pocket. Wear all or some.
5. Military Aviation Badges: Worn 1/2 inch above left breast pocket and 1/2 inch below the CAP aviation badge.
6. CAP Specialty Badges: Worn centered 1 1/2 inches below top of welt pocket on left breast, and/or on right side centered between arm seam and lapel, with bottom edge of badge parallel to top of welt pocket and/or 1/2 inch above top row of ribbons.
7. A maximum of two devices may be worn above the ribbons.



Women's Blue Shirt

1. Grade Insignia: Senior member officers wear embroidered grade on epaulet sleeve. Senior member NCOs wear cloth chevrons on sleeve or metal chevron pinned on plain epaulet sleeve. Senior members without grade and NCOs wearing chevrons on the sleeve wear the metal CAP lapel/collar device on both sides of the collar.
2. CAP Aviation and Specialty Insignia: Highly polished, worn 1/2 inch above ribbons. When no ribbons are worn, center badge 1/2 inch above imaginary row of ribbons. All badges and devices must fall below the bottom edge of the collar.
3. Ribbons: (Pointed collar blouse) centered on left side between buttons and arm seam, even with to 1 1/2 inches higher or lower than the first exposed button. Bottom of ribbons will be even with bottom of nameplate. (Rounded collar blouse) centered on left side between fly front and arm seam, 1 1/2 to 2 1/2 inches below bottom of the tab, horizontal with ground. Bottom of ribbons will be even with bottom of nameplate. Wear all, some, or none.
4. Nameplate: Gray, three line, (pointed collar blouse) centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar blouse) center on right side 1 1/2 to 2 1/2 inches below bottom of the tab, parallel with ground..
5. Military Aviation Badges: Highly polished, centered 1/2 inch below the CAP aviation badge, 1/2 inch above the ribbons.
6. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
7. CAP Specialty Badges: Worn 1/2 inch above ribbons and/or 1/2 inch above name tag.
8. A maximum of two badges may be worn above the ribbons.



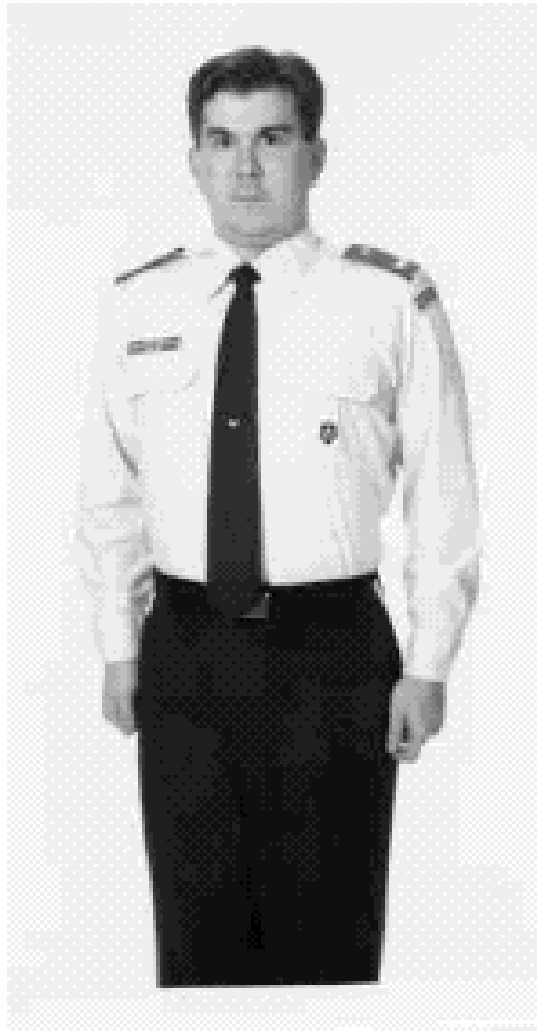
Men's and Women's Battle Dress

1. Grade Insignia: Senior member officers wear embroidered grade on ultramarine blue background on the right collar. Senior member NCOs wear the cloth chevrons on the sleeve.
2. CAP Lapel/Collar Insignia: Embroidered on ultramarine blue background, worn on left collar. Senior member NCOs and senior members without grade wear this device on both sides of the collar.
3. "Civil Air Patrol" Tape: Ultramarine blue with white letters worn centered immediately above the left breast pocket.
4. Cloth Name Tape: Ultramarine blue with white letters, worn centered immediately above the right breast pocket (only last name will be used).
5. CAP Aviation Badges and Specialty Insignia: Embroidered, worn 1/2 inch above the cloth "Civil Air Patrol" tape worn over the left breast pocket. If both devices are worn, aviation badges should be 1/2 inch above specialty insignia.
6. Military Aviation Badges: Embroidered, centered 1/2 inch below the CAP aviation badge above left breast pocket
7. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
8. CAP Specialty Patches: Embroidered, worn on the lower portion of the left breast pocket between left and right edges and bottom of flap and pocket.



Men's Service Dress

1. Grade Insignia: Senior member officers wear embroidered grade on epaulet sleeve. Senior member NCOs wear 4-inch cloth chevrons halfway between shoulder seam and elbow bent at 90-degree angle.
2. Lapel Insignia: Highly polished U.S. insignia worn by senior member officers; highly polished C.A.P insignia worn by senior member NCOs and senior members without grade. Insignia is placed halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
3. CAP Aviation Badges and Specialty Insignia: Highly polished, worn centered 1/2 inch above left breast pocket or 1/2 inch above ribbons. All ribbons and devices must fall below the top edge of the notched collar.
4. Ribbons: Worn centered above left breast pocket, resting on but not over top edge. Wear all or some.
5. Military Aviation Badges: Highly polished, worn 1/2 inch above ribbons on left breast and 1/2 inch below CAP aviation badge.
6. CAP Specialty Badges: Worn centered 1 1/2 inches below top of welt pocket and/or on right side centered between arm seam and lapel with bottom edge of badge parallel to top of welt pocket.
7. A maximum of two devices may be worn above the ribbons.



Men's Blue Shirt

1. Grade Insignia: Senior member officers wear embroidered grade insignia on epaulet sleeve. Senior member NCOs wear the cloth chevrons on the sleeve or metal chevron pinned on a plain epaulet sleeve. Senior members without grade and NCOs wearing chevrons on the sleeve wear the C.A.P. lapel/collar insignia on both sides of collar.
2. CAP Aviation Badges and Specialty Insignia: Highly polished, worn 1/2 inch above ribbons on left pocket if ribbons are not worn.
3. Ribbons: Worn resting on but not over top edge of right pocket and centered between the left and right edges. Wear all, some or none.
4. Nameplate: Gray, three-line rests on but not over top edge of right pocket, centered between left and right edges.
5. Military Aviation Badges: Highly polished, worn centered 1/2 inch above the ribbons, below the CAP aviation badge
6. CAP Specialty Badges: Worn centered below the pocket flap on the left breast pocket and/or on right breast pocket between left and right edges and bottom of flap and pocket.
7. A maximum of 2 badges may be worn above the ribbons.
8. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
9. Tie Tack or Bar: Center tie tack or tie bar (CAP crest, Air Force coat of arms or grade insignia) between bottom edge of knot and bottom (tip) of tie.
10. Cuff Links (optional): If worn, must be plain silver design or with CAP crest or AF coat of arms.



Men's and Women's CAP Distinctive Field Uniform

1. Grade Insignia: Senior member officers wear embroidered grade insignia on ultramarine blue background on both sides of the collar. Senior Member NCOs wear the 3-, 3 1/2- or 4-inch (women) or 4-inch (men) sleeve chevrons centered halfway between shoulder seam and elbow when bent at 90-degree angle on the sleeve. Cadet officers wear embroidered grade insignia on ultramarine blue background worn on both sides of the collar. Cadet NCOs and Airmen wear metal chevrons on collar.
2. "Civil Air Patrol" Tape: Ultramarine blue with white letters worn centered immediately above the left breast pocket. Tape will be the width of the pocket with raw ends folded under.
3. Cloth Name Tape: Ultramarine blue with white letters, worn centered immediately above the right breast pocket (only last name will be used). Tape will be the width of the pocket with raw ends folded under.
4. CAP Aviation Badges and Specialty Insignia: Embroidered, worn 1/2-inch above the cloth "Civil Air Patrol" tape worn over the left breast pocket. If both devices are worn, aviation badges should be 1/2-inch above specialty insignia.
5. Shoulder Patch: Worn centered 1/2-inch below shoulder seam on left sleeve.
7. CAP Specialty Patches: Embroidered, worn on the lower portion of the left breast pocket between left and right edges and bottom of flap and pocket.
8. Unit Patches are worn on right breast pocket between left and right edges and bottom of flap and pocket. Other badges or patches worn in accordance with Table 6-4.
9. All white on blue insignia will have 1/8-inch of blue showing at the widest and tallest point of the insignia, except the Civil Air Patrol and name tapes.
10. Any plain dark blue or black woven cotton web belt may be worn.
11. White t-shirts and any style plain black shoe or boot may be worn. Trousers do not have to be bloused into boots. If not bloused the draw string at the bottom of trouser leg should be removed.
12. Headgear is not required but the CAP baseball cap is authorized. Any civilian outer garment may be worn.
13. Weight and grooming standards do not apply to members wearing this uniform.

NOTES:

Military badges and devices are not authorized on this uniform.



Men's and Women's CAP Utility Uniform

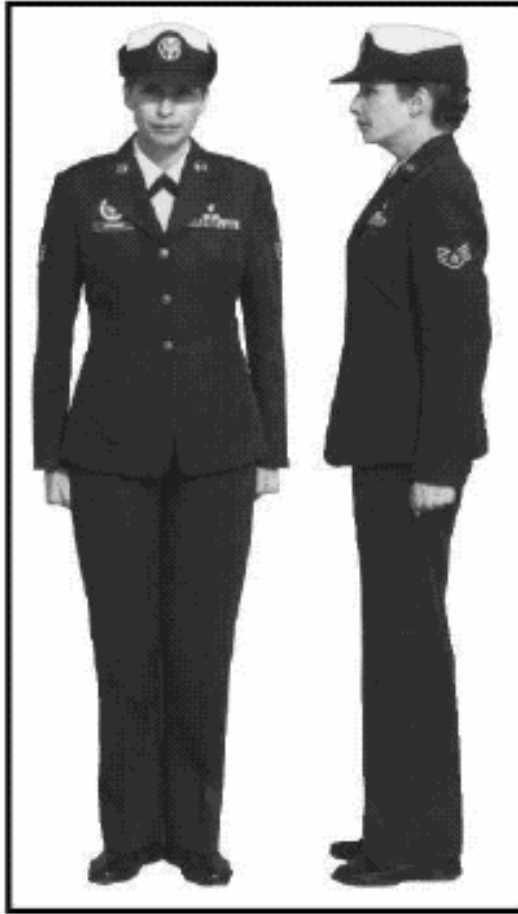
1. Grade Insignia: Senior members will wear plastic encased grade insignia centered on top of each shoulder with bottom edge of insignia placed 1/2-inch from shoulder seam. Cadets do not wear grade insignia of any type.
2. Leather Name Patch: Patch will be centered on left breast above pocket. Will include name, grade, and aeronautical rating. Cloth name patch is not authorized.
3. CAP Seal: A cloth CAP seal will be worn on right breast directly opposite the leather name patch.
4. Optional Breast Patch: Embroidered Emergency Services patch may be worn on the right breast pocket or corresponding position.
5. Optional Shoulder Patch: Worn centered 1/2-inch below shoulder seam on right sleeve. Member may choose one of the authorized patches for the right shoulder (see Chapter 6), may be wing or region shoulder patch.
6. Shoulder Patch: A cloth American Flag Emblem with gold border, 2" x 3 1/2", on left shoulder, 1/2-inch below the shoulder seam.
7. White t-shirts and any style plain black shoe or boot may be worn.
8. Headgear is not required but the CAP baseball cap is authorized. Any civilian outer garment may be worn.
9. Weight and grooming standards do not apply to members wearing this uniform.

NOTES:

Military badges and devices are not authorized on this uniform. Will replace blue "smurf" jumpsuit 1 January 2003.

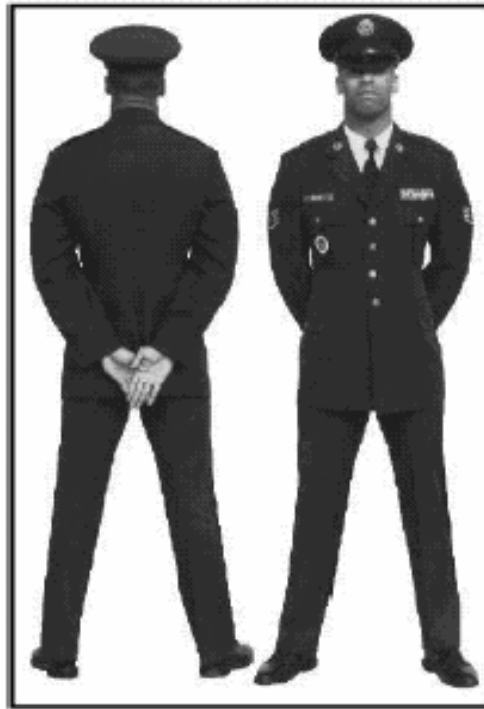
CUSTOMS AND COURTESIES

Attention



- Bring the heels together smartly and on line.
- Place the heels as near each other as the conformation of the body permits, and ensure the feet are turned out equally, forming a 45-degree angle.
- Keep the legs straight without stiffening or locking the knees.
- The body is erect with hips level, chest lifted, back arched, and shoulders square and even.
- Arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms.
- Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt.
- Hands are cupped (but not clenched as a fist) with palms facing the leg.
- The head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground.
- The weight of the body rests equally on the heels and balls of both feet.
- Silence and immobility are required.

Rests



Execute rests (parade rest, at ease, rest, and fall out) from a halt and only from the position of attention as follows:

The command is **Parade, REST.**

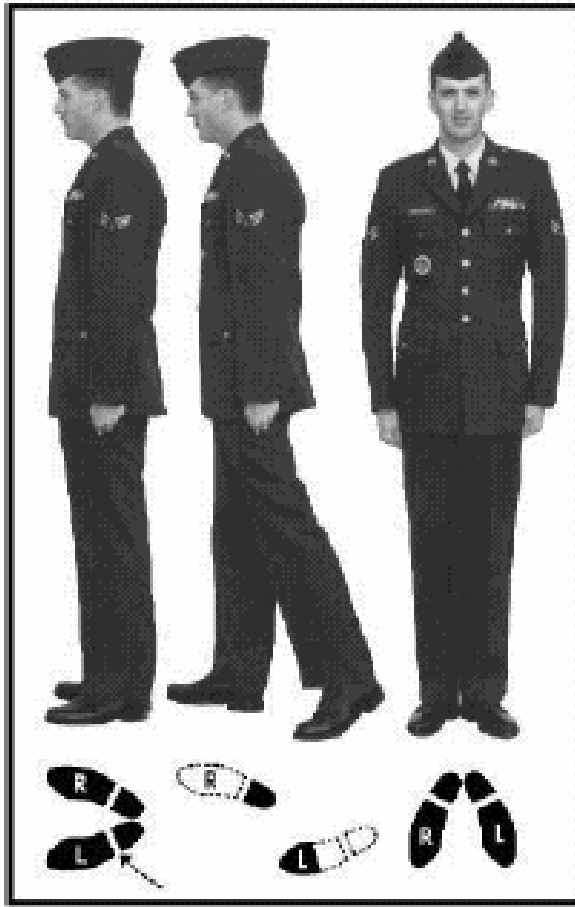
- On the command **REST**, the airman will raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart, as measured from the inside of the heels.
- Keep the legs straight, but not stiff, and the heels on line.
- As the left foot moves, bring the arms, fully extended, to the back of the body, uncupping the hands in the process; and extend and join the fingers, pointing them toward the ground.
- The palms will face outwards.
- Place the right hand in the palm of the left, right thumb over the left to form an "X".
- Keep head and eyes straight ahead, and remain silent and immobile.

•The command is **AT EASE**. On the command **AT EASE**, airmen may relax in a standing position, but they must keep the right foot in place. Their position in the formation will not change, and silence will be maintained.

•The command is **REST**. On the command **REST**, the same requirements for at ease apply, but moderate speech is permitted.

•The command is **FALL OUT**. On the command **FALL OUT**, individuals may relax in a standing position or break ranks. They must remain in the immediate area, and no specific method of dispersal is required. Moderate speech is permitted. To resume the position of attention from any of the rests (except fall out), the command is (for example) **Flight, ATTENTION**. On the command **Flight**, the airmen assume the position of parade rest; and at the command **ATTENTION**, they assume the position of attention.

Left (Right) Face



Execute facing movements from a halt, at the position of attention, and in the cadence of quick time. Perform facing movements in two counts.

- The commands are **Right (Left), FACE**.

- On the command **FACE**, raise the right (left) toe and left (right) heel slightly and pivot 90 degrees to the right (left) on the ball of the left (right) foot and the heel of the right (left) foot, assisted by slight pressure on the ball of the left (right) foot.

- Keep legs straight, but not stiff.

- The upper portion of the body remains at attention.

- This completes count one of the movement.

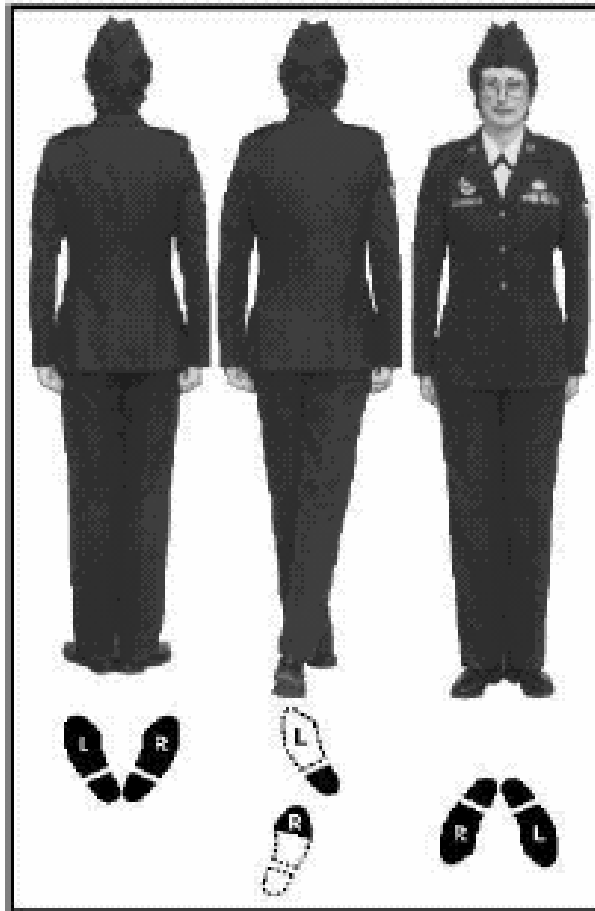
- Next, bring the left (right) foot smartly forward, ensuring heels are together and on line.

- Feet should now be forming a 45-degree angle, which means the position of attention has been resumed (figure 3.3).

- This completes count two of the movement.

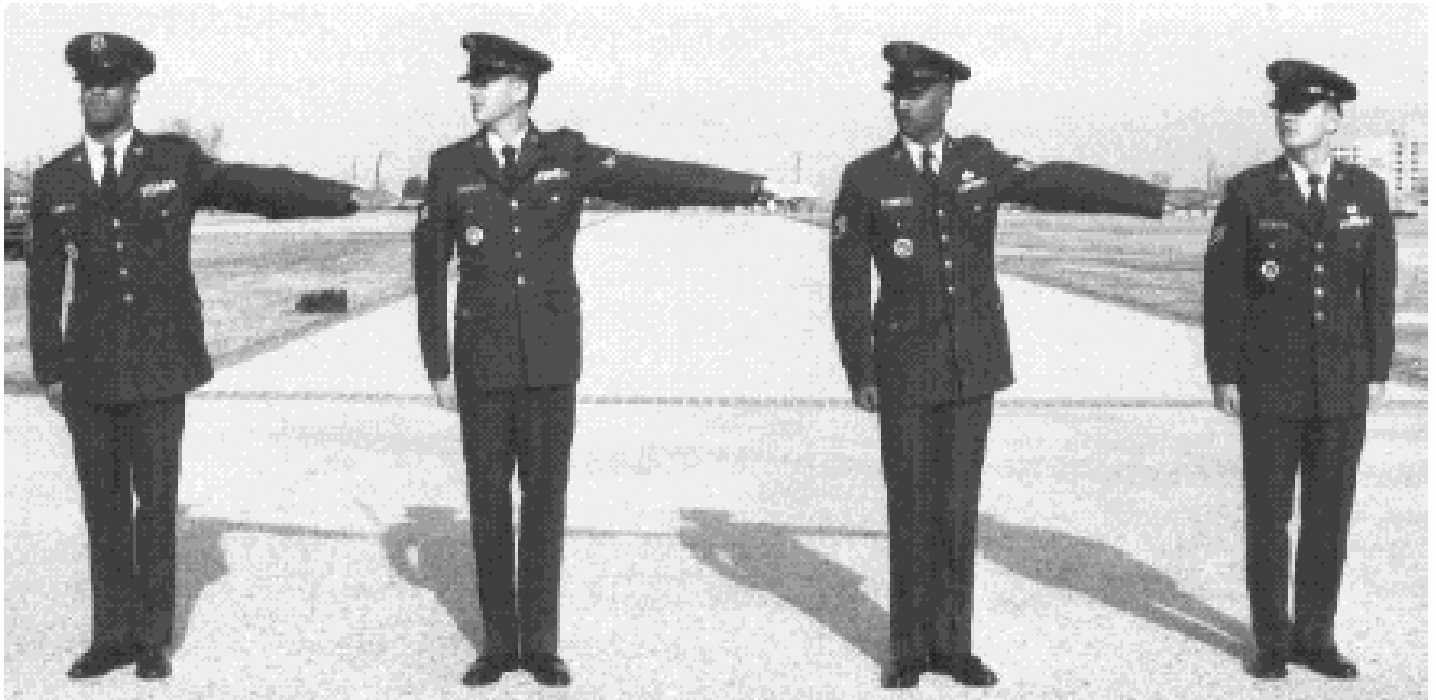
Half Right (Left) Face. When instructions are given for 45-degree movements, the command **Half Right (Left), FACE** may be used. The procedures described in the above paragraph are used except each person executes the movement by facing 45 degrees to the right or left.

About Face



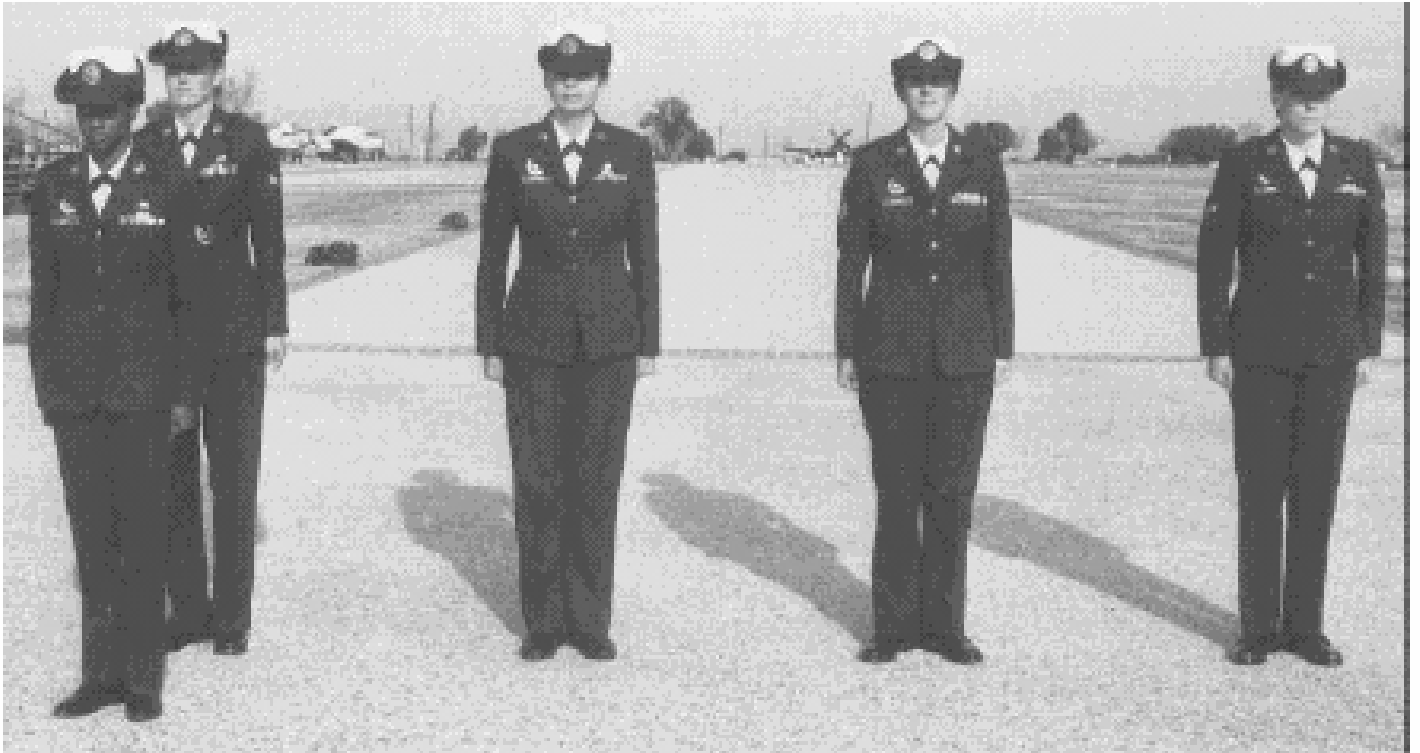
- The command is **About, FACE.**
- On the command **FACE**, lift the right foot from the hip just enough to clear the ground.
- Without bending the knees, place the ball of the right foot approximately half a shoe length behind and slightly to the left of the heel.
- Distribute the weight of the body on the ball of the right foot and the heel of the left foot.
- Keep both legs straight, but not stiff.
- The position of the foot has not changed.
- This completes count one of the movement.
- Keeping the upper portion of the body at the position of attention, pivot 180 degrees to the right on the ball of the right foot and heel of the left foot, with a twisting motion from the hips.
- Suspend arm swing during the movement, and remain as though at attention.
- On completion of the pivot, heels should be together and on line and feet should form a 45-degree angle.
- The entire body is now at the position of attention.
- This completes count two of the movement.

Dress Right, Dress



- The commands are **Dress Right, DRESS** and **Ready, FRONT**.
 - On the command **DRESS**, everyone except the last airman in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground.
 - As the arm is raised, uncup the hand at approximately waist level, keeping the palm down.
 - Extend and join the fingers and place the thumb along the forefinger.
 - At the same time as the left arm is raised, each individual (except the guide and second, third, and fourth element leaders) turns head and eyes 45 degrees to the right with snap.
 - The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to-fingertip contact with the individual to the immediate right.
 - The second, third, and fourth element leaders cover (align) themselves directly behind the person in front of them (using small choppy steps) and visually establish a 40-inch distance.
 - As the remaining members cover (align) themselves behind the individual in front of or align (dress) to the right of them, their shoulders may or may not touch the fingertips of the individual to their right.
 - If the arm is too long, place the extended hand behind the shoulder of the individual to the left.
 - If the arm is too short, leave it extended toward the individual to the left and parallel to the ground.
- Once dress, cover, interval, and distance have been established, the command **Ready, FRONT** will be given.

Ready, Front



- The command is **Ready, FRONT.**
 - On this command, airmen whose arms are up will lower their arms with snap to their sides (without slapping their sides) and recap their hands when their arm is at approximately waist level.
 - As the arm is lowered, airmen whose heads are turned will return their heads to the front with snap.
- The body is now back to the position of attention.

Forward, March



- To march forward in quick time from a halt, the command is **Forward, MARCH**.
- On the command **MARCH**, the airman smartly steps off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first.
- When stepping off and while marching, the airman will use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg.
- The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will swing naturally.
- The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh).
- If applicable, proper dress, cover, interval, and distance will be maintained; and cadence will be adhered to.
- To halt from quick time, the command is **Flight, HALT**, given as either foot strikes the ground.
- On the command **HALT**, the airman will take one more 24-inch step.
- Next, the trailing foot will be brought smartly alongside the front foot.
- The heels will be together, on line, and form a 45-degree angle.
- Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.

Saluting



- This is used for training purposes only.
 - The command is **Hand, SALUTE**, and it is performed in two counts.
 - On the command **SALUTE**, the individual raises the right hand smartly in the most direct manner while at the same time extending and joining the fingers.
 - Keep the palm flat and facing the body.
 - Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows.
 - Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground.
 - Ensure the tip of the middle finger touches the right front corner of the headdress.
 - If wearing a non-billed hat, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses.
 - The rest of the body will remain at the position of attention.
 - This is count one of the movement.
 - To complete count two of the movement, bring the arm smoothly and smartly downward, retracing the path used to raise the arm.
 - Cup the hand as it passes the waist, and return to the position of attention.
- The commands are **Present, ARMS** and **Order ARMS**. On the command **Present, ARMS**, the airman executes the first count of hand salute. Count two of hand salute is performed when given the command **Order, ARMS**.

CIVIL AIR PATROL SENIOR MEMBER PROGRAM

Course Descriptions







The AFIADL 13 correspondence course begins with a volume describing the history, mission, and organization of the USAF and CAP. The next addresses professional knowledge. The third addresses effective communication. The fourth focuses on leadership skills. Each volume contains chapter review write-in exercises and unit multiple choice review exercises. Answers are found elsewhere in each volume. You must complete the end of course test within 12 months after your enrollment date. Each volume is about the size of a thick magazine and all four fit easily in a medium three-ring binder.

Corporate Learning Course explains how a wing operates in each of CAP's major missions and how mission support contributes to these missions. With this knowledge, senior members learn how they and their units can best support the wing and the corporate role of CAP. Eligible CAP members should attain the technician specialty level and attended SLS.

Region Staff College is a formal in-residence program is required for completion of Level IV. Its purpose is to prepare you to execute duties and responsibilities of executive-level CAP command and staff positions. Courses include lectures and seminars covering interpersonal communications, leadership and management, and training techniques. Eligible CAP officers have completed Level III and hold command or staff positions.

National Staff College is the executive-level in-residence course for senior members to function at the executive level in CAP. Its purpose is to provide CAP field grade officers the types of developmental experiences required to manage complex programs. The curriculum includes advanced studies in communications, leadership and management. The faculty is made of CAP personnel, Air Force Reserve officers and faculty members of various Air University professional military education schools. Attendees must hold the rank of major or above and have attended Region Staff College.

CAP Senior Program Level Specifications and Awards¹¹

LEVEL	COMMAND & STAFF ASSIGNMENT	TIME IN GRADE	PROFESSIONAL COURSES ¹²	SPECIALTY TRACK ¹³	LEADERSHIP	ACTIVITIES	GRADE ¹⁴
LEVEL I ORIENTATION		6 MONTHS AS SENIOR MEMBER	ORIENTATION COURSE & CADET PROTECTION PROGRAM TRAINING (CPPT) ¹⁵	SELECT SPECIALTY TRACK		SENIOR MEMBER HANDBOOK MATERIALS	2 ND Lieutenant  gold 2 Lt
MEMBERSHIP RIBBON							
LEVEL II TECHNICAL TRAINING		12 MONTHS AS 2 ND LT		TECHNICAL RATING (LEADERSHIP RIBBON)			1 ST Lieutenant  silver 1 Lt
		18 MONTHS AS 1 ST LT	SLS SQUADRON LEADERSHIP SCHOOL			SENIOR OFFICER COURSE (AFIADL-13) OR EQUIVILANT ¹⁶	Captain  silver Capt
CERTIFICATE OF PROFICIENCY							
LEVEL III MANAGEMENT	TOTAL OF 1 YEAR	3 YEARS AS CAPT	CLC CORPORATE LEARNING COURSE	SENIOR RATING (BRONZE STAR ON LEADERSHIP RIBBON)	ATTEND TWO NATIONAL, REGION, OR WING CONFRENCES (ONE OF WHICH MAY BE NATIONAL CONGRESS OR A WING/REGION AEROSPACE EDUCATION CONFERENCE)		Major  gold Maj
GROVER LOENING AEROSPACE AWARD							
LEVEL IV COMMAND & STAFF	TOTAL OF 2 YEARS	4 YEARS AS MAJ	RSC REGION STAFF COLLEGE OR EQUIVILANT PROFESSIONAL MILITARY EDUCATION	MASTER RATING (SILVER STAR ON LEADERSHIP RIBBON)	STAFF MEMBER FOR SLS, CLC, OR NATIONAL, REGIONAL OR WING CONFERENCE	PUBLIC PRESENTATION TO NON-CAP GROUP OR AE PRESENTATION OR EARN YEAGER AWARD	Lt Colonel  silver Lt Col
PAUL E. GARBER AWARD							
LEVEL V EXECUTIVE	TOTAL OF 3 YEARS	COLONELS ARE SELECTED BY THE NATIONAL COMMANDER	NSC NATIONAL STAFF COLLEGE OR EQUIVILANT PROFESSIONAL MILITARY EDUCATION		STAFF MEMBER FOR RSC/NSC OR DIRECTOR OF SLS/CLC/UCC	CONDUCT LEVEL ONE LEVEL I ORIENTATION COURSE	Colonel  silver Col
GILL ROB WILSON AWARD							

¹¹ You may begin your Command and Staff, Specialty Track, Leadership and Activities at any senior program level, except for Professional Courses (in National Staff College you must be a major or above and completed RSC or its equivalent).

¹² These Professional Courses requiring attendance are offered at least once a year, and must be taken in sequence. You may take their equivalents (SOS, ACSC or AWC) through correspondence any time through AFIADL.

¹³ Specialty tracks vary in required completion times and testing requirements. Those requiring 6 months are 200 Personnel, 202 Finance, 204 Professional Development, 205 Administration, 206 Logistics, 210 Flight Operations, 211 Operations, 212 Standardization/Evaluation, 223 Historian, and 225 Moral Leadership. Those requiring other than 6 months are: 201 Public Affairs requires AFIADL 02010 and 12 months. 213 Emergency Services requires AFIADL 02130D and 12 months. 214 Communications requires FCC tests. 215 Aerospace Education Officer requires CAP 215 tests. 216 Cadet Programs requires 9 months. 217 Safety requires AFIADL Course 02170.

¹⁴ After Level I is completed, you may qualify for promotion to a different grade if you are or were a uniformed services member, former CAP cadet or senior member, licensed pilot, maintenance crewmember, communicator, ground instructor, chaplain, moral leadership officer, or a professional in the medical, education, or legal fields.

¹⁵ CPPT is required of all cadets 18 years old or older, CAP Cadet Sponsor members, prior CAP members re-joining after two years, and recommended for parents of cadets.

¹⁶ Courses equivalent to AFIADL 13 are any US Armed Forces NCO Academy (for E-5 and E-6) or Senior NCO Academy (for E-6 and E-7), ROTC, OCS, OTS, or Service Academy completion, Squadron Officer School, Air Command and Staff College, or Air War College.

Professional Development Report (PDR)

Help us ensure the accuracy of personnel data in the new CAP membership system. Please check all information carefully. Notify NHQ by mail using write-in changes on this or a copy for any corrections that need to be made. Please attach proof of changes to the STR. If you mail, send to HQ CAP/ETP, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Any questions should be directed to ETP at 334.953.5798 or e-mail to etp@cap.af.mil.

GLR <i>Name</i>	OH <i>CAPID</i>	254 <i>CPPT</i>	Level I <i>Orient Lvl I Comp SLS</i>			Level II <i>Spec Trk/Rating ECI 13 Lvl 2 Comp</i>			Level III <i>CLC Lvl 3 Comp</i>		Level IV <i>RSC Lvl 4 Comp</i>		Level V <i>NSC Lvl 5 Comp</i>		PME <i>SOS AWC ACSC</i>		
Public John Q		08/93	06/93	01/93	01/98		12/97	07/98	11/03	11/03	05/03		04/03		10/03		
	123456						PROFESSIONAL DEVELOPMENT SENIOR 11/03										
							CADET PROGRAMS NONE 05/03										

Cadet Programs

Directions for mailing are on top of this form.

Annotate Specialty Track Enrollment and/or changes in Specialty Track Grade with red ink. Cross out the wrong or old information, print clearly the right or new information.

Commander

- Issued every two months, Jan, Mar, May, Jul, Sep, Nov.
- Attach a source document for each thing you earned but does not appear on the PDR.
- Unit Commander must sign.

<i>Name</i>	<i>CAP ID</i>	<i>CPPT</i>	<i>Orient</i>	<i>Lvl I Comp</i>	<i>SLS</i>	<i>Spec Trk/Rating</i>	<i>ECI 13</i>	<i>Lvl 2 Comp</i>	<i>CLC</i>	<i>Lvl 3 Comp</i>	<i>RSC</i>	<i>Lvl 4 Comp</i>	<i>NSC</i>	<i>Lvl 5 Comp</i>	<i>SOS</i>	<i>AWC</i>	<i>ACSC</i>
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Friday, July 18, 2003

Page 1 of 1

Paperwork to Accompany Duty Performance Promotion Requests

Grade	Actions	CAPF 2 Attachments Needed if Not on STR	CAPF 2 Routing															
2 Lt	<ul style="list-style-type: none">Verify PDR for 6 months as senior memberAssignment of Specialty TrackAnnotate CAPF 45b and initialed	<ul style="list-style-type: none">CAPF 11 for CPPTCAPF 11 for Orientation Course(No CAPF 2a¹⁷ for Membership Ribbon)	<ul style="list-style-type: none">Unit CommanderCAP NHQ/ETP (National)															
1 Lt	<ul style="list-style-type: none">Verify PDR for 12 months as 2LtVerify <i>Specialty Track and Study Guide</i> for <u>Technician</u> Level of appropriate specialtyAnnotate CAPF 45b and initialed	<ul style="list-style-type: none">(Annotate STR Spec Track Rating when Technician requirements met)(No CAPF 2a for Leadership Ribbon)	<ul style="list-style-type: none">Unit CommanderCAP NHQ/ETP (National)															
Capt	<ul style="list-style-type: none">Verify PDR for 18 months as 1 LtCAPF 24 for <u>Certificate of Proficiency</u> to National (Yeager Certificate if Yeager Endorsement seal to be on COP)Annotate CAPF 45b and initialed	<ul style="list-style-type: none">CAPF 11 or SLS CertificateAFIADL 13 DiplomaCertificate of Proficiency	<ul style="list-style-type: none">Unit CommanderGroup CommanderCAP NHQ/ETP (National)															
Maj	<ul style="list-style-type: none">Verify PDR for 3 years as CaptCAPF 2a Assignment of command or staff position 1 year agoVerify <i>Specialty Track and Study Guide</i> for <u>Senior</u> Level of appropriate specialtyTwo Conference Attendance Certificates CAPF 24 for <u>Loening Award</u> to Wing to NHQAnnotate CAPF 45b and initialed	<ul style="list-style-type: none">CAPF 11 or CLC Certificate(Annotate STR Spec Track/Rating when Senior requirements met)Loening Award Certificate(No CAPF 2a for Leadership Ribbon Bronze Clasp)(No CAPF 2A for Loening Award Ribbon)	<ul style="list-style-type: none">Unit CommanderGroup CommanderWing CommanderCAP NHQ/ETP (National)															
Lt Col	<ul style="list-style-type: none">Verify PDR for 4 years as MajorCAPF 2a Assignment of command or staff position 2 years agoVerify <i>Specialty Track and Study Guide</i> for <u>Master</u> Level of appropriate specialtyCAPF 24 for <u>Garber Award</u> to Wing to NHQAnnotate CAPF 45b and initialed	<table><tr><td><ul style="list-style-type: none">CAPF 11 or RSC Diploma</td><td>OR</td><td><ul style="list-style-type: none">appropriate AFIADL equivalent professional military education Diploma</td></tr><tr><td><ul style="list-style-type: none">CAPF 11 or Appreciation Letter for SLS staff member or CLC staff member</td><td>OR</td><td><ul style="list-style-type: none">Regional or Wing Conference Certificate of Attendance</td></tr><tr><td><ul style="list-style-type: none">Letter of Appreciation for public presentation to non-CAP group or AE presentation</td><td>OR</td><td><ul style="list-style-type: none">Yeager Award Certificate</td></tr><tr><td><ul style="list-style-type: none">(Annotate STR Spec Trk/Rating when Master requirements met)</td><td></td><td><ul style="list-style-type: none"><u>Garber Award</u> Certificate</td></tr><tr><td><ul style="list-style-type: none">(No CAPF 2a for Leadership Ribbon Silver Clasp)(No CAPF 2a for Garber Award Ribbon)</td><td></td><td></td></tr></table>	<ul style="list-style-type: none">CAPF 11 or RSC Diploma	OR	<ul style="list-style-type: none">appropriate AFIADL equivalent professional military education Diploma	<ul style="list-style-type: none">CAPF 11 or Appreciation Letter for SLS staff member or CLC staff member	OR	<ul style="list-style-type: none">Regional or Wing Conference Certificate of Attendance	<ul style="list-style-type: none">Letter of Appreciation for public presentation to non-CAP group or AE presentation	OR	<ul style="list-style-type: none">Yeager Award Certificate	<ul style="list-style-type: none">(Annotate STR Spec Trk/Rating when Master requirements met)		<ul style="list-style-type: none"><u>Garber Award</u> Certificate	<ul style="list-style-type: none">(No CAPF 2a for Leadership Ribbon Silver Clasp)(No CAPF 2a for Garber Award Ribbon)			<ul style="list-style-type: none">Unit CommanderGroup CommanderWing CommanderRegion CommanderCAP NHQ/ETP (National)
<ul style="list-style-type: none">CAPF 11 or RSC Diploma	OR	<ul style="list-style-type: none">appropriate AFIADL equivalent professional military education Diploma																
<ul style="list-style-type: none">CAPF 11 or Appreciation Letter for SLS staff member or CLC staff member	OR	<ul style="list-style-type: none">Regional or Wing Conference Certificate of Attendance																
<ul style="list-style-type: none">Letter of Appreciation for public presentation to non-CAP group or AE presentation	OR	<ul style="list-style-type: none">Yeager Award Certificate																
<ul style="list-style-type: none">(Annotate STR Spec Trk/Rating when Master requirements met)		<ul style="list-style-type: none"><u>Garber Award</u> Certificate																
<ul style="list-style-type: none">(No CAPF 2a for Leadership Ribbon Silver Clasp)(No CAPF 2a for Garber Award Ribbon)																		

¹⁷ CAPF 2a is for Activity and Service Ribbons. It is not for Decorations, Cadet Program Awards, Senior Program Awards, Aerospace Education Awards, Activity and Service Ribbons

FAX COVER SHEET

To: AFIADL (334) 953-8127

FROM: _____

MAIL COPY OF THIS FAX TO:
 Lt Col Jenny L. Baker, CAP
 CIVIL AIR PATROL
 Director, Professional Development/ETP
 7370 Minuteman Way
 Columbus, OH 43217-5875
 OR
 FAX TO LT COL BAKER AT 614.837.0128

REGISTRAR: Please process the attached AFIADL Form 23.

AFIADL Enrollment Application																		
<i>(TYPE or PRINT clearly. Fill out in accordance with instructions in the AFIADL Catalog.)</i>																		
1. AUTHORITY: 14 USC3101; 10 USAC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to AFIADL for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide AFIADL course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.																		
1. AFIADL Course Number										2. SOCIAL SECURITY ACCOUNT NUMBER				3. IDENTITY CODE CATEGORY				
0	0	0	0	1	3									7				
4. NAME <i>last</i> <i>first</i> <i>middle initial</i>										5. pay grade				6. REASON FOR ENROLLMENT CODES				
7. ADDRESS										8. TCO PHONE N/A				<input type="checkbox"/> MANDATORY <input checked="" type="checkbox"/> VOLUNTARY				
										9. COURSE TITLE CAP Senior Officer Course								
										10. SIGNATURE AND TITLE OF APPROVING OFFICIAL								
ZIP CODE <div style="border: 1px solid black; display: inline-block; padding: 2px;"> [][][][][][] - [][][][][] </div>										SIGNATURE TITLE Unit Commander, unit no. _____								
18. ZIP CODE OF TEST CONTROL FACILITY																		
4	3	2	1	7	5	9	1	0	-	4								

AFIADL Form 23, 20000609

Replaces ECI Form 23, 19,19950301, which will be used

From SM to 2Lt

REQUEST FOR PROMOTION ACTION									
I. PERSONAL DATA									
NAME (LAST, FIRST, MIDDLE INITIAL)			CAPID		CHARTER NO.		WING	UNIT NAME	
CURRENT GRADE		DATE OF CURRENT GRADE		DATE JOINED CAP			CURRENT DUTY ASSIGNMENT		
II. TRAINING DATA									
LEVEL I			SPECIALTY TRAINING		LEVEL II	LEVEL III	LEVEL IV	LEVEL V	
<input type="checkbox"/> Orientation Course <input type="checkbox"/> Cadet Protection Program Training			Highest Rating Earned Specialty Number <input type="checkbox"/> Tech Mo/Yr Completed						
Mo/Yr Completed Mo/Yr Completed Required for Level I effective 1 Jan 91			<input type="checkbox"/> Sr Mo/Yr Completed <input type="checkbox"/> Master Mo/Yr Completed		Date of COP Award	Date of Loening Award	Date of Garber Award	Date of Wilson Award	
III. OFFICER GRADE REQUESTED									
<input type="checkbox"/> 2d Lt <input type="checkbox"/> 1st Lt <input type="checkbox"/> Capt <input type="checkbox"/> Maj <input type="checkbox"/> Lt Col									
I certify that the above member has completed all requirements for promotion to the grade indicated in accordance with CAPR 35-5. Promotion method used (Check one of the following four methods):									
(1) DUTY PERFORMANCE <input checked="" type="checkbox"/>									
PROMOTION TO			SKILL LEVEL REQUIRED			MINIMUM TIME-IN-GRADE			
<input type="checkbox"/> 2d Lt			Level I			6 months as member			
<input type="checkbox"/> 1st Lt			Technician Rating (Specialty Track)			12 months as 2d Lt or TFO (or combination thereof)			
<input type="checkbox"/> Capt			Level II (COP Award)			18 months as 1st Lt or SFO (or combination thereof)			
<input type="checkbox"/> Maj			Level III (Loening Award)			3 years as Capt			
<input type="checkbox"/> Lt Col			Level IV (Garber Award)			4 years as Maj			
*Requires region approval.									
(2) SPECIAL APPOINTMENT/PROMOTION <input type="checkbox"/>									
<input type="checkbox"/> Group Commander			<input type="checkbox"/> Mitchell			<input type="checkbox"/> Former Member Grade Reinstatement			
<input type="checkbox"/> Squadron Commander			<input type="checkbox"/> Earhart						
<input type="checkbox"/> Officer of the Armed Forces			<input type="checkbox"/> Spaatz						
<input type="checkbox"/> Officer of the PHS									
* <input type="checkbox"/> Exceptional Qualifications (waivers) *Requires region approval.									
NOTES: 1. List qualifications in Item IX, Reverse Side.									
2. List supporting documents reviewed in Item VIII, Reverse Side.									
(3) MISSION RELATED SKILL <input type="checkbox"/>									
PILOT			COMMUNICATOR		MAINTENANCE		GROUND INSTRUCTOR		
<input type="checkbox"/> Private			<input type="checkbox"/> General Radiotelephone		<input type="checkbox"/> A or P Mechanic		<input type="checkbox"/> Basic Instructor		
<input type="checkbox"/> Instrument or Commercial			Operator License		<input type="checkbox"/> A & P Mechanic		<input type="checkbox"/> Advanced Instructor		
<input type="checkbox"/> CFI or Higher			<input type="checkbox"/> Second Class License		<input type="checkbox"/> A & P Mechanic w/ Inspection Authorization		<input type="checkbox"/> Instrument Instructor		
<input type="checkbox"/> First Class License									
(4) PROFESSIONAL APPOINTMENT/PROMOTION <input type="checkbox"/>									
INITIAL APPOINTMENT					SUBSEQUENT PROMOTION				
<input type="checkbox"/> Aerospace Education Officer					<input type="checkbox"/> AE Officer				
<input type="checkbox"/> Medical Officer					<input type="checkbox"/> Chaplain				
<input type="checkbox"/> Legal Officer					<input type="checkbox"/> Medical Officer				
					<input type="checkbox"/> Legal Officer				
*List qualifications in Item VIII, Reverse Side.									
NOTE: Initial appointments for chaplains are made by National Headquarters with the concurrence of the wing chaplain via CAP Form 35 (See CAPR 265-1).									
IV. NCO GRADE REQUESTED									
Check appropriate grade equivalent to NCO grade earned in active duty Armed Forces:									
<input type="checkbox"/> Sgt <input type="checkbox"/> TSgt <input type="checkbox"/> MSgt <input type="checkbox"/> SMSgt <input type="checkbox"/> CMSgt									
NOTE: The member is authorized to wear the grade on the CAP uniform as soon as verification of the military NCO grade is received.									
V. DEMOTION REQUESTED									
REDUCE MEMBER TO GRADE CHECKED (Enter reasons in Section VIII, on reverse side.)									
<input type="checkbox"/> SM <input type="checkbox"/> FO <input type="checkbox"/> TFO <input type="checkbox"/> 2d Lt <input type="checkbox"/> 1st Lt <input type="checkbox"/> Capt <input type="checkbox"/> Maj <input type="checkbox"/> Lt Col									

VI. FLIGHT OFFICER GRADE REQUESTED

Check appropriate grade and promotion method. *NOTE: Approval by the appropriate commander constitutes evidence of promotion. This promotion does not require action by National Headquarters.*

DUTY PERFORMANCE

- ☐ FO, Level I and 3 months as member
☐ TFO, Tech rating (Specialty Track) and 6 months as FO
☐ SFO, Level II and 12 months as TFO

FORMER CADET

- ☐ FO, Mitchell Award
☐ TFO, Earhart Award
☐ SFO, Spaatz Award

VII. ACTION BY REGIONAL HEADQUARTERS AND BELOW

REQUESTED BY	SIGNATURE OF FLIGHT OR SQDN CMDR	FLIGHT OR SQUADRON	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	ACTIONS NO. & DATE
APPROVED	SIGNATURE OF CHAIRMAN OF WING PROMOTION BOARD	WING	
APPROVED	SIGNATURE OF WING COMMANDER	WING	
APPROVED	SIGNATURE OF CHAIRMAN OF REGION PROMOTION BOARD	REGION	
APPROVED	SIGNATURE OF REGION COMMANDER	REGION	

VIII. ACTION BY NATIONAL HEADQUARTERS

☐ **APPROVED** A new membership card is enclosed for presentation to the individual showing his/her new grade. This endorsement constitutes evidence of promotion or demotion. No orders will be issued.

☐ **DISAPPROVED** Reasons are stated in the attached letter.

IX. REMARKS

INSTRUCTIONS AND GUIDANCE FOR COMPLETING CAP FORM 2. (Refer to paragraph 8, CAPR 35-5, for administrative procedures. Additional guidance on each promotion item is contained in the references indicated below.)

I. Self-explanatory.

II. Complete all applicable blocks. All training

member's master file at N

Level I. Effective 1 Janu

Level I requirement. T

the Unit Orientation C

Training only in order

Specialty Training. Chap

major after initial appo

must be completed pr

III. Indicate grade requested i

For example, a member b

(1) **Duty Performance.** E

in-grade for the grade

(2) **Special Appointment**

and approval of the re

for grade reinstatement

(3) **Mission-Related Skill.**

Promotion under this method may be made without regard to Level II training or time-in-grade. (See

Section D, CAPR 35-5.)

(4) **Professional Appointments/Promotions.**

Aerospace education, medical, and legal officers are not subject to Level II training,

but time-in-grade is required for promotion after the initial appointment unless higher professional qualifications are obtained which

meet the initial appointment criteria for grade recommended. Chaplains must complete the ECI Course 02210 or the technician

rating in specialty track No. 221 before they are eligible for promotion to major after initial appointment. Chaplains must complete

ECI 221A prior to promotion of lieutenant colonel. Additional training for chaplains and aerospace education officers is encouraged

but not required for subsequent promotion. (See Section E, CAPR 35-5.)

IV. Self-explanatory

V. Recommendations for demotion will follow the same administrative procedures as promotions to include consideration by the

appropriate promotion board. Final action rests with the promoting authority (see paragraphs 9 and 10, CAPR 35-5.)

VI. Flight officer promotions are restricted to senior members not yet 21 years of age. The wing commander may approve these

promotions or promoting authority may be delegated to the group or squadron commander. (See Section F, CAPR 35-5.)

VII. Only the promoting authority is authorized to approve promotions and this form should bear his/her personal signature. Stamped

signatures are not acceptable. Deputy commanders are authorized to approve promotions only in the prolonged absence of the

commander. Promotions to the grades of major and lieutenant colonel require region approval. All exceptional qualifications

promotions (waivers), regardless of grade recommended, require region approval.

VIII. Self-explanatory.

It is **REQUIRED** to document that you have done something other than "exist, putting in your time" for this promotion. CAP does not require a specific format, although the Air Force uses the STAR (Situation/Task, Action, Result) format.

EXAMPLE: (SITUATION/TASK) Lt John Q. Public jumped right in to improve the squadron aerospace education classes by **(ACTION)** beginning the AEPSPM, studying Cadet AE books and teaching AE classes. **(RESULTS)** His efforts resulted in the cadets keeping on time with their achievements, their revitalized interest, and increased pass scores on AE Achievement testing.

Promotion under this method may be made without regard to Level II training or time-in-grade. (See Section D, CAPR 35-5.)

Professional Appointments/Promotions. Aerospace education, medical, and legal officers are not subject to Level II training, but time-in-grade is required for promotion after the initial appointment unless higher professional qualifications are obtained which meet the initial appointment criteria for grade recommended. Chaplains must complete the ECI Course 02210 or the technician rating in specialty track No. 221 before they are eligible for promotion to major after initial appointment. Chaplains must complete ECI 221A prior to promotion of lieutenant colonel. Additional training for chaplains and aerospace education officers is encouraged but not required for subsequent promotion. (See Section E, CAPR 35-5.)

From 2 Lt to 1Lt

REQUEST FOR AND APPROVAL OF PERSONNEL ACTIONS

I. PERSONAL DATA			
Last Name First Name Middle Initial	CAPSN	Grade	Charter Number
Duty Assignment	Wing	Unit Name	
II. DUTY ASSIGNMENT/STATUS CHANGE (CAPR 35-1)			
FROM: _____ TO _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Duty Title/Status) (Duty Title/Status) </div>			
Supply officers must complete information on reverse.			
III. AWARD OF ACTIVITY AND SERVICE RIBBONS (CAPR 39-3)			
<input type="checkbox"/> AWARD ACTIVITY AND SERVICE RIBBON CHECKED BELOW: <input type="checkbox"/> AWARD OF CLASP (For additional award)			
<input type="checkbox"/> Command Service Ribbon <input type="checkbox"/> Red Service Ribbon <input type="checkbox"/> "Find" Ribbon <input type="checkbox"/> Air Search and Rescue Ribbon <input type="checkbox"/> Disaster Relief Ribbon <input type="checkbox"/> IACE Ribbon	<input type="checkbox"/> National Cadet Competition Ribbon <input type="checkbox"/> National Color Guard Ribbon <input type="checkbox"/> Cadet Advisory Council Ribbon <input type="checkbox"/> Cadet Community Service Ribbon <input type="checkbox"/> Cadet Special Activities Ribbon Other (Specify) _____	<input type="checkbox"/> Cadet Orientation Pilot Ribbon <input type="checkbox"/> Counter drug Ribbon <input type="checkbox"/> Encampment Ribbon <input type="checkbox"/> Recruiter Ribbon <input type="checkbox"/> A. Scott Crossfield Award	
IV. TRANSFER (CAPM 39-2)			
FROM: _____ TO _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Charter Number) (Charter Number) </div>			
<small>NOTE: The gaining unit commander should initiate the transfer form. The losing unit commander has 60 days after the transfer action appears on the Monthly Membership Listing to notify HQ CAP/LMM if he/she disapproves of the transfer for any reason. In such cases, the transfer will be voided and the member returned to the losing unit.</small>			
V. RETIREMENT (CAPR 39-1)			
<small>The above named individual is eligible for retirement from Civil Air Patrol in accordance with CAPR 35-1. His/her period of CAP service is indicated below (if this period of service is not continuous, please explain in the remarks section).</small>			
FROM: _____ TO _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Date) (Date) </div>			
VI. REMARKS (use reverse side of form if additional space is required)			
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This section is a good place to document the start (and later, ending) dates of your specialty track training. The ONLY other place this is documented is in SOME Specialty Track and Study Guides. Other places it is RECORDED (not documented) is on CAPF 45b and the STR.</p> </div>			
I certify that all pertinent directives have been complied with and that this action is in the best interest of Civil Air			
Unit Charter No.	Signature of Requester	Typed Name and Grade of Requester	
APPROVED	Signature of Flight/Squadron Commander	Flight/Squadron	Date
APPROVED	Signature of Group Commander	Group	Date
APPROVED	Signature of Wing Commander	Wing	Date
APPROVED	Signature of Region Commander	Region	Date

REQUEST FOR PROMOTION ACTION						
I. PERSONAL DATA						
NAME (LAST, FIRST, MIDDLE INITIAL)	CAPID	CHARTER NO.	WING	UNIT NAME		
CURRENT GRADE	DATE OF CURRENT GRADE	DATE JOINED CAP	CURRENT DUTY ASSIGNMENT			
II. TRAINING DATA						
LEVEL I <input type="checkbox"/> Orientation Course <input type="checkbox"/> Cadet Protection Program Training <div style="display: flex; justify-content: space-between;"> Mo/Yr Completed Mo/Yr Completed </div> <div style="display: flex; justify-content: space-between;"> Required for Level I effective 1 Jan 91 </div>		SPECIALTY TRAINING Highest Rating Earned Specialty Number <input type="checkbox"/> Tech <div style="text-align: center;">Mo/Yr Completed</div> <input type="checkbox"/> Sr <div style="text-align: center;">Mo/Yr Completed</div> <input type="checkbox"/> Master <div style="text-align: center;">Mo/Yr Completed</div>	LEVEL II <div style="text-align: center;">Date of COP Award</div>	LEVEL III <div style="text-align: center;">Date of Loening Award</div>	LEVEL IV <div style="text-align: center;">Date of Garber Award</div>	LEVEL V <div style="text-align: center;">Date of Wilson Award</div>
III. OFFICER GRADE REQUESTED						
<input type="checkbox"/> 2d Lt <input type="checkbox"/> 1st Lt <input type="checkbox"/> Capt <input type="checkbox"/> Maj <input type="checkbox"/> Lt Col I certify that the above member has completed all requirements for promotion to the grade indicated in accordance with CAPR 35-5. Promotion method used (Check one of the following four methods):						
(1) DUTY PERFORMANCE <input checked="" type="checkbox"/>						
PROMOTION TO <input type="checkbox"/> 2d Lt <input type="checkbox"/> 1st Lt <input type="checkbox"/> Capt <input type="checkbox"/> Maj <input type="checkbox"/> Lt Col <i>*Requires region approval.</i>		SKILL LEVEL REQUIRED Level I Technician Rating (Specialty Track) Level II (COP Award) Level III (Loening Award) Level IV (Garber Award)		MINIMUM TIME-IN-GRADE 6 months as member 12 months as 2d Lt or TFO (or combination thereof) 18 months as 1st Lt or SFO (or combination thereof) 3 years as Capt 4 years as Maj		
(2) SPECIAL APPOINTMENT/PROMOTION <input type="checkbox"/>						
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Group Commander <input type="checkbox"/> Squadron Commander <input type="checkbox"/> Officer of the Armed Forces <input type="checkbox"/> Officer of the PHS <i>*Exceptional Qualifications (waivers) *Requires region approval.</i> </div> <div> <input type="checkbox"/> Mitchell <input type="checkbox"/> Earhart <input type="checkbox"/> Spaatz </div> <div> <input type="checkbox"/> Former Member Grade Reinstatement </div> </div> <p><i>NOTES: 1. List qualifications in Item IX, Reverse Side. 2. List supporting documents reviewed in Item VIII, Reverse Side.</i></p>						
(3) MISSION RELATED SKILL <input type="checkbox"/>						
PILOT <input type="checkbox"/> Private <input type="checkbox"/> Instrument or Commercial <input type="checkbox"/> CFI or Higher		COMMUNICATOR <input type="checkbox"/> General Radiotelephone Operator License <input type="checkbox"/> Second Class License <input type="checkbox"/> First Class License		MAINTENANCE <input type="checkbox"/> A or P Mechanic <input type="checkbox"/> A & P Mechanic <input type="checkbox"/> A & P Mechanic w/ Inspection Authorization		GROUND INSTRUCTOR <input type="checkbox"/> Basic Instructor <input type="checkbox"/> Advanced Instructor <input type="checkbox"/> Instrument Instructor
(4) PROFESSIONAL APPOINTMENT/PROMOTION <input type="checkbox"/>						
INITIAL APPOINTMENT <input type="checkbox"/> Aerospace Education Officer <input type="checkbox"/> Medical Officer <input type="checkbox"/> Legal Officer <i>*List qualifications in Item VIII, Reverse Side.</i>				SUBSEQUENT PROMOTION <input type="checkbox"/> AE Officer <input type="checkbox"/> Chaplain <input type="checkbox"/> Medical Officer <input type="checkbox"/> Legal Officer		
<i>NOTE: Initial appointments for chaplains are made by National Headquarters with the concurrence of the wing chaplain via CAP Form 35 (See CAPR 265-1).</i>						
IV. NCO GRADE REQUESTED						
Check appropriate grade equivalent to NCO grade earned in active duty Armed Forces: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Sgt <input type="checkbox"/> TSgt <input type="checkbox"/> MSgt <input type="checkbox"/> SMSgt <input type="checkbox"/> CMSgt </div> <p><i>NOTE: The member is authorized to wear the grade on the CAP uniform as soon as verification of the military NCO grade is received.</i></p>						
V. DEMOTION REQUESTED						
REDUCE MEMBER TO GRADE CHECKED (Enter reasons in Section VIII, on reverse side.) <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> SM <input type="checkbox"/> FO <input type="checkbox"/> TFO <input type="checkbox"/> 2d Lt <input type="checkbox"/> 1st Lt <input type="checkbox"/> Capt <input type="checkbox"/> Maj <input type="checkbox"/> Lt Col </div>						

VI. FLIGHT OFFICER GRADE REQUESTED

Check appropriate grade and promotion method. *NOTE: Approval by the appropriate commander constitutes evidence of promotion. This promotion does not require action by National Headquarters.*

DUTY PERFORMANCE

- ☐ FO, Level I and 3 months as member
☐ TFO, Tech rating (Specialty Track) and 6 months as FO
☐ SFO, Level II and 12 months as TFO

FORMER CADET

- ☐ FO, Mitchell Award
☐ TFO, Earhart Award
☐ SFO, Spaatz Award

VII. ACTION BY REGIONAL HEADQUARTERS AND BELOW

REQUESTED BY	SIGNATURE OF FLIGHT OR SQDN CMDR	FLIGHT OR SQUADRON	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	ACTIONS NO. & DATE
APPROVED	SIGNATURE OF CHAIRMAN OF WING PROMOTION BOARD	WING	
APPROVED	SIGNATURE OF WING COMMANDER	WING	
APPROVED	SIGNATURE OF CHAIRMAN OF REGION PROMOTION BOARD	REGION	
APPROVED	SIGNATURE OF REGION COMMANDER	REGION	

VIII. ACTION BY NATIONAL HEADQUARTERS

☐ **APPROVED** A new membership card is enclosed for presentation to the individual showing his/her new grade. This endorsement constitutes evidence of promotion or demotion. No orders will be issued.

☐ **DISAPPROVED** Reasons are stated in the attached letter.

IX. REMARKS

INSTRUCTIONS AND GUIDANCE FOR COMPLETING CAP FORM 2. (Refer to paragraph 8, CAPR 35-5, for administrative procedures. Additional guidance on each promotion method is contained in the references indicated below.)

I. Self-explanatory.

II. Complete all applicable blocks. All training

member's master file at N

Level I. Effective 1 Janu

Level I requirement. T

the Unit Orientation C

Training only in order

Specialty Training. Chap

major after initial appo

must be completed pr

III. Indicate grade requested i

For example, a member b

(1) **Duty Performance.** E

in-grade for the grade

(2) **Special Appointment**

and approval of the re

for grade reinstatement

(3) **Mission-Related Skill.**

Promotion under this method may be made without regard to Level II training or time-in-grade. (See

Section D, CAPR 35-5.)

(5) **Professional Appointments/Promotions.**

Aerospace education, medical, and legal officers are not subject to Level II training,

but time-in-grade is required for promotion after the initial appointment unless higher professional qualifications are obtained which

meet the initial appointment criteria for grade recommended. Chaplains must complete the ECI Course 02210 or the technician

rating in specialty track No. 221 before they are eligible for promotion to major after initial appointment. Chaplains must complete

ECI 221A prior to promotion of lieutenant colonel. Additional training for chaplains and aerospace education officers is encouraged

but not required for subsequent promotion. (See Section E, CAPR 35-5.)

IV. Self-explanatory

V. Recommendations for demotion will follow the same administrative procedures as promotions to include consideration by the appropriate promotion board. Final action rests with the promoting authority (see paragraphs 9 and 10, CAPR 35-5.)

VI. Flight officer promotions are restricted to senior members not yet 21 years of age. The wing commander may approve these promotions or promoting authority may be delegated to the group or squadron commander. (See Section F, CAPR 35-5.)

VII. Only the promoting authority is authorized to approve promotions and this form should bear his/her personal signature. Stamped signatures are not acceptable. Deputy commanders are authorized to approve promotions only in the prolonged absence of the commander. Promotions to the grades of major and lieutenant colonel require region approval. All exceptional qualifications promotions (waivers), regardless of grade recommended, require region approval.

VIII. Self-explanatory.

It is **REQUIRED** to document that you have done something other than "exist, putting in your time" for this promotion. CAP does not require a specific format, although the Air Force uses the STAR (Situation/Task, Action, Result) format.

EXAMPLE: (SITUATION/TASK) Lt John Q. Public jumped right in to improve the squadron aerospace education classes by **(ACTION)** beginning the AEPSM, studying Cadet AE books and teaching AE classes. **(RESULTS)** His efforts resulted in the cadets keeping on time with their achievements, their revitalized interest, and increased pass scores on AE Achievement testing.

be validated by TTN and the accompanying award must appear in the member's master file at N. To satisfy the requirement, the member must have completed the Unit Orientation Course and Training only in order to be promoted to the next grade. ECI 221A

promotion to the next grade. ECI 221A

promotion method.

necessary time-

of justification

recommended

Sexual Harassment and Discrimination



CAP Publications

Finding Information in the Regulations

Method 1: Use CAP INDEX 0-2

Situation: You are not sure if forms are involved, but the key issue is promotion. In CAP INDEX 0-2, *Numerical Index to CAP Regulations, Manuals, Pamphlets and Visual Aids*, you will find a table like this:

	Date	Title	OPR
INDEX 0-2	1 Apr 03	Numerical Index of CAP Regulations, Manuals, Pamphlets and visual Aids	MSA
INDEX 0-9	1 Apr 03	Numerical Index of CAP Forms, Test Material, and Certificates	MSA
R 5-1	17 Aug 02	Ratification	GC
R 5-4	1 Jan 96	Publications and Blank Forms Management	MSA
R 10-1	1 Oct 96	Preparing and Processing correspondence	MSA
R 35-5	1 Dec 02	CAP Officer and NCO Appointments and Promotions	DP
M 39-2	1 May 96	Civil Air Patrol Membership	DP
R 50-17	1 Mar 03	CAP Senior Member Professional Development Program	ETP
M 50-20	1 Mar 88	Model Rocketry Program	ETA
R 52-10	22 Mar 02	CAP Cadet Protection Policy	CP
R 52-16	1 Apr 03	Cadet Program Management	CPC

Look for the title that best fits the key issue.

Method 2: Use CAP INDEX 0-9

Situation: Your CAPF 2 is kicked back and you do not know why.

Look at the bottom of the form

CAP FORM 2, NOV 01	PREVIOUS EDITIONS WILL NOT BE USED AFTER 28 FEBRUARY 2002	OPR/ROUTING: DP
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The bottom of the form, from left to right, tells you

- THIS IS THE MOST IMPORANT PART: Form Number
- IN CAP INDEX 0-9, *Index to CAP Forms, Tests, and Certificates*, got to the Section called "Forms." There you will find a list of CAP forms. On the left part of the list is F (for Form) and a number.

	Date	Title	Prescribing Directive
F 2	Nov 01	Request for Promotion Action	R 35-5
F 2A	#Jul 98	Request for and Approval of Personnel Action	R 35-1
F 2B	Oct 72	Personnel Action Request-Termination of CAP Membership	R 35-3
F 2D	May 96	Personnel Action Request-Membership Non-renewal-Higher Headquarters (Requisition from DP)	M 39-2
F 5	Nov 01	CAP Pilot Flight Evaluation-Airplane	R 60-1
F 5G	Nov 01	CAP Pilot Flight Evaluation-Glider	R 60-1
F 11	Mar 03	Senior Member Professional Development Program Director's Report	R 50-17
F 12	Mar 03	Application for Senior Membership in Civil Air Patrol	M 39-2

- Match the form number in the list with the Form Number of the form that was kicked back to you.
- On the far right in the list a column marked "Prescribing Directive." Directive means the number of the CAP regulation or manual or pamphlet you want to find. In this case, for CAPF 2, it is CAPR 35-5.

Method 3: Find The Functional Address Symbol and Work Backward

Situation: Your CAPF 2 is kicked back and you do not know why. You cannot find your CAP INDEX 0-9. Here, you look for clues on the form that will lead you to the regulation you need.

Look at the bottom of the form

CAP FORM 2, NOV 01

PREVIOUS EDITIONS WILL NOT BE USED AFTER 28 FEBRUARY 2002

OPR/ROUTING: DP

The bottom of the form, from left to right tells you

- Form Number
- If you can use previous editions, and, if so, for how long.
- OPR means Office of Primary Responsibility.
- Routing tells the person opening the mail what office to send your form to.
- NOW, THE IMPORTANT PART! DP is the OFFICE SYMBOL of the person who is to take action on your form.
 - There are different office symbols for different action agencies.
 - CAPR 10-1, *Preparing and Processing Correspondence, Attachment 6* (Attachment means it is part of the regulation, after the chapters), has a list of "Functional Address Symbols." From the list you will find DP means Directorate of PERSONNEL.

COMMANDER.....	CC
Vice Commander.....	CV
ADMINISTRATION.....	DA
PERSONNEL.....	DP
AEROSPACE EDUCATION AND TRAINING.....	ET
Aerospace Education.....	ETA
Professional Development.....	ETP

So, in this case, the CAPF 2 is a PERSONNEL action. Now to find what regulation to consult.

- In CAP INDEX 0-2, *Numerical Index to CAP Regulations, Manuals, Pamphlets and Visual Aids*, you will find a paragraph called, "Regulation Series." This converts your DP to a narrowed down part of the big blue book. In this case, 35 Personnel Procedures, and 39, Personnel General.

0	Indexes	66	Aircraft Maintenance	123	Inspection
5	Publications Management	67	Supply	147	Exchange Service
10	Administrative Communication	70	Contracting Management	160	Medical
20	Organization and Mission – General	76	Travel	173	Finance
35	Personnel Procedures	77	Motor Vehicles	190	Public Affairs
39	Personnel-General	87	Real Estate	210	History
50	Training	100	Communications – Electronics	265	Chaplain
52	Cadet Program	110	Information Technology	280	Aerospace Education
60	Operations	111	Legal	900	Miscellaneous
62	Safety	112	Claims		

- Since your question, in this case, involves a promotion action, the most likely regulation to consider is R 35-5, *CAP Officer and NCO Appointments and Promotions*.

	Date	Title	OPR
INDEX 0-2	1 Apr 03	Numerical Index of CAP Regulations, Manuals, Pamphlets and visual Aids	MSA
INDEX 0-9	1 Apr 03	Numerical Index of CAP Forms, Test Material, and Certificates	MSA
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